CALIFORNIA DECA™



STATE OFFICER CANDIDATE GUIDE

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LETTER FROM STATE DIRECTOR

Dear California DECA Chapter Advisors,

Serving as a California DECA State Officer is an incredible opportunity for students to grow as leaders, strengthen their communication and critical-thinking skills, develop greater organization and time-management skills, and learn to lead with initiative and confidence. It is a meaningful and transformative experience, and we hope you will encourage qualified students in your chapter to consider taking this next step in their DECA journey.

Along with the many benefits of serving as a State Officer come important responsibilities and expectations. As an advisor, you play an essential role in helping your student understand those expectations before becoming a candidate and in supporting them throughout their term if elected. Your guidance and partnership help ensure that State Officers are prepared to succeed while representing their chapters and California DECA.

By signing the forms included in this guide, you are confirming your support of your student's candidacy and your commitment to helping them succeed if elected. Developing our State Officers is a collaborative effort among the student, advisor, and California DECA, and your involvement is an important part of that partnership.

To learn more about the State Officer candidate process, responsibilities, and requirements, please visit californiadeca.org/officers/#candidates.

Thank you for supporting your students and encouraging them to pursue leadership opportunities within California DECA. We appreciate your partnership in developing the next generation of California DECA leaders.

Sincerely,

Brycen Woodley
California DECA State Director

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OBTAINING SUPPORT FROM YOUR LOCAL CHAPTER

The first step in the State Officer candidate process is securing the support of your local Chapter Advisor. Your Advisor plays an essential role—not only in guiding you through the campaign process, but also in verifying your eligibility. Specifically, your Advisor must confirm that you currently meet the Career and Technical Education (CTE) course requirements and that you will continue to do so throughout your term as a State Officer.

> **IMPORTANT:** All candidates must meet the CTE Requirement as outlined in the Career and Technical Education (CTE) Course Requirement section of this guide. Failure to meet these requirements will result in disqualification from the election process.

INTENT TO RUN

To begin the process, your Chapter Advisor must submit an official Intent to Run form on your behalf. This form notifies California DECA that your chapter supports your candidacy. Submitting this form provides several key benefits:

- The candidate's name will be added to the mailing list for updates about the campaign process.
- Candidates will receive reminders and instructions for completing the required DECA Knowledge Test.
- Submitting the form does not obligate the student to run, but it gives California DECA and your Chapter Advisor early notice of your interest.
- Each chapter may endorse up to two candidates, but no more than one candidate per office.
- This form must be submitted by the Chapter Advisor, not the candidate.

Your Chapter Advisor may also establish additional requirements at the local level to approve candidates, but all candidates must still meet the statewide eligibility criteria and deadlines outlined in this guide.

To complete the Intent to Run form, visit: californiadeca.org/officers/#candidates

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THE ROLE OF THE ADVISOR

As the Chapter Advisor to a State Officer candidate—and, if elected, a State Officer—you play a vital role in supporting their success. The expectations for Advisors include:

- Providing guidance and support throughout the candidate process, including reviewing campaign speeches and materials for professionalism and appropriateness.
- Assisting the candidate in scheduling and completing their State Officer Screening Interview appointment.
- Verifying that the candidate meets the Career and Technical Education (CTE) Course Requirement as outlined in this guide.
- Supporting the State Director and/or Officer Coach by helping compile transcripts or academic records to verify fulfillment of the CTE requirement.
- Collaborating with the State Director, Officer Coach, and District Director to ensure the officer fulfills all responsibilities if elected.
- Serving as an ongoing mentor and support system for your State Officer throughout their term.
- Scheduling additional time to meet with and coach your officer on their assigned duties and responsibilities.
- Monitoring officer commitments to ensure they remain on track and meet all deadlines.
- Assisting with travel logistics and, if required by your school or district, accompanying your officer during travel (if an advisor is required by their school or district to travel with their officer, the school or district will be responsible for the advisor costs).
- Reviewing and editing materials, presentations, and communications before they are submitted or distributed by your officer.
- Providing access to available workspace, supplies, and financial support when available, to help your officer successfully fulfill their role.

CAREER AND TECHNICAL EDUCATION (CTE) COURSE REQUIREMENT

DECA is a co-curricular Career and Technical Education (CTE) program for emerging leaders and entrepreneurs pursuing careers in marketing, finance, hospitality, and management. Chartered by the California Department of Education, DECA brings classroom learning to life through a robust mix of classroom curriculum tools, career development competitions, recognition programs, partnership opportunities, and leadership development experiences. The DECA educational experience is at its fullest strength and provides the greatest education value when DECA is operated as a co-curricular instructional tool. To uphold this commitment to the co-curricular experience California DECA State Officer candidates must meet the CTE eligibility requirements.

1. The high school the candidate attends must offer a CTE program or pathway (consisting of a minimum of two courses) that is aligned with the ideals and standards of DECA - for students interested in marketing, finance, hospitality, management, and entrepreneurship.
2. There must be an active DECA chapter at the high school the candidate attends, and it must be an approved organization on campus with a certificated faculty member serving as the advisor. Candidate must actively participate and be in-good-standing as a member of the chapter.
3. The candidate's DECA chapter must have a Credentialed CTE Instructor (or an instructor with a Single Subject Credential in Business or Home Economics) who serves as an advisor for the chapter, is actively involved in the management of the DECA chapter, and teaches in the CTE program or pathway used for DECA affiliation. The CTE credential requirement applies to all schools including private schools.
4. The candidate must be enrolled in a pathway (or have taken all of the courses available in the pathway) in one of the following Career and Technical Education (CTE) areas: Marketing, Business Management and Administration, Hospitality and Tourism and Finance.

IS RUNNING FOR STATE OFFICE RIGHT FOR ME?

Serving as a California DECA State Officer is a tremendous opportunity—one that many alumni describe as a pivotal and life-changing experience. Along with the many benefits of leadership come meaningful responsibilities that require time, dedication, and commitment. Before deciding to run, take time to carefully consider what the role entails and whether you are ready to take on the challenge.

On average, State Officers spend five to ten hours per week working on projects and fulfilling team responsibilities. Time commitments often increase in the weeks leading up to officer meetings, conferences, and major DECA events, as preparation and final touches are completed. While your academics will always remain the top priority, it's important to understand that you cannot fall behind on your officer duties. As a member of the State Officer Team, you are expected to contribute to team decisions, complete assigned tasks, and actively participate in all required events.

If elected, your attendance at conferences, officer meetings, and DECA events—whether in person or virtual—is mandatory. Officers are expected to attend all scheduled activities in full; arriving late, leaving early, or missing parts of events is not permitted, except in cases of extreme emergency. Many officers have had to miss games, dances, trips, or other personal events due to scheduling conflicts with DECA responsibilities. The expectation is clear: your role as a State Officer is a top priority—after your academic commitments.

Please review all documents and materials in this guide to ensure you fully understand the expectations and requirements associated with state office. If you are ready to make this commitment, and you have the passion, drive, and dedication to lead, then pursuing State Office may be the perfect next step in your DECA journey.

If you're unsure, speak with your Chapter Advisor to determine whether running for office is the right decision for you. Should you choose to run, know that serving as a State Officer will likely become one of the most memorable and rewarding experiences of your high school career—and one of the best ways to prepare for your future.

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STATE OFFICER POSITIONS AND JOB DESCRIPTIONS

The California DECA State Officer Team consists of six (6) members. Some positions are elected, and some are appointed. See the details below:

ELECTED OFFICES

The following positions are elected by votes by the voting delegates:

- Elected at the State Conference:
  - State President
- Elected at the respective District Conference:
  - Vice President-Northern California
    - *(Must be from a chapter in the Northern California District)*
  - Vice President-Southern California
    - *(Must be from a chapter in the Southern California District)*
  - Vice President-Silicon Valley
    - *(Must be from a chapter in the Silicon Valley District)*

Note: Elected District Vice Presidents are assigned one of the following roles at the first Team meeting:

- Vice President of Career Development
- Vice President of Finance
- Vice President of Hospitality

APPOINTED OFFICES

The following positions are appointed by an interview panel at the State Conference:

- Vice President of Marketing
- Vice President of Leadership

MISSION-BASED OFFICER POSITIONS

Why Mission-Based Positions?

- Alignment with existing chapter and district leadership team structures
- Provides role clarity that is consistent with DECA, Inc.'s mission and brand
- Reflects a corporate leadership structure

President

Practice the "Entrepreneurial" and "Management" elements of DECA's Mission Statement. Serves as the liaison between the State Officer Team and the Executive Officers of DECA Inc. Establishes vision, management, and organization for the team and ensures each State Officer has the training, support, accountability, and resources to deliver a powerful DECA experience for every California DECA member.

VP of Leadership

Practices the "Emerging Leaders" element. Responsible for providing support and leadership to all statewide non-competitive event career and leadership activities.

VP of Career Development

Practices the "Careers" element. Responsible for providing support and leadership to statewide participation, preparation, and performance in Competitive Events.

VP of Marketing

Practices the "Marketing" element. Responsible for providing support and leadership to statewide membership, branding, and promotional campaigns.

VP of Finance

Practices the "Finance" element. Responsible for providing support and leadership on all statewide and chapter philanthropy and fund development efforts.

VP of Hospitality

Practices the "Hospitality" element. Responsible for providing support and leadership statewide to the California DECA membership and connecting members to a welcome, value-filled, fun educational experience through outreach efforts.

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ROLES & RESPONSIBILITIES FOR ALL OFFICERS

1. Attend all State Officer meetings from start to finish.
2. Plan the Program of Leadership as a team for the members of California DECA and work to achieve the goals and objectives set in the Program of Leadership.
3. Attend all State Officer meetings; see list of required activities in the State Officer Agreement.
4. Regularly contribute to creating content for the California DECA Social Media Platforms.
5. Communicate with the President, Officer Coach, State Director, and other appropriate parties on a regular basis.
6. Submit a Monthly Report.
7. Spread visibility and reach of California DECA in the business community, state and federal government.
8. Work to recruit new chapters and new members.
9. Support Chapter Advisors in their efforts to implement the DECA program.
10. Be an active and involved participant in their local chapter.
11. Make visits to local chapters and regularly check-in with chapter officers to discuss DECA and encourage further participation in state and national DECA programs.
12. Be accountable for the completion and follow through of assignments throughout term of office.

STATE PRESIDENT

1. To be the official designee for the state association in response to specific invitations.
2. To initiate a membership program to increase membership.
3. To develop and carry out additional duties and responsibilities as designated in the State Officer Program of Leadership.
4. To provide the communication link between the officer team and other state DECA leadership and California DECA Chapters.
5. As directed by the State Officer Coach and State Advisor, work with State Officer team to ensure team projects are completed on time.
6. To send reminders and check in with fellow officers on a regular basis regarding projects/responsibilities.
7. To lead the State Officer Team in setting and meeting all goals listed in the Program of Leadership.
8. To prepare an annual report of all your activities during your term in office and lead the team in any other opportunities to showcase the accomplishments of California DECA
9. To represent the team and California DECA at meetings and conferences.
10. To combine officer monthly reports into a team monthly report for the Board of Directors, State Director, State Officer Coach, and State Officer Team.
11. To prepare reports and presentations for the DECA meetings as assigned by the State Officer Coach and State Director.

12. To ensure the officer team works closely together and promote camaraderie and team unity.
13. To initiate and maintain communications with the National Officers.
14. To initiate and maintain communications with the State Presidents of all California Career Technical Student Organizations.

STATE VICE PRESIDENTS (DISTRICT PRESIDENTS)

1. To serve as the President of your district.
2. To develop with the District Directors, the District Career Development Conferences.
3. To provide leadership in the development and management of Presidents Council in your District.
4. To initiate and maintain contact with every chapter within your district.
5. To initiate and maintain communications with all State Officers.
6. To assist with all district level activities as requested.
7. To assist with all state association activities as requested.
8. To develop and carry out additional duties and responsibilities as designated in the State Officer Program of Leadership.
9. To communicate with the state association on district and local chapter activities.
10. To act as a liaison between the state association and chapters in your district.
11. To aid local chapters in developing their Program of Leadership.
12. To actively recruit DECA members, and new chapters.
13. To solicit State Officer candidates for all positions from chapters in your district.
14. To promote DECA to business and industry in your district.

VICE PRESIDENT OF MARKETING

1. To create promotional videos for California DECA during term in office.
2. To have personal and/or school resources that provide access to a digital camera, digital video camera, and editing software that can be taken to events.
3. To edit photographs taken of all California DECA events.
4. To work with the Vice President of Leadership in utilizing the California DECA social media platforms to promote and publicize DECA programs, events, conferences, and activities including posting updates and photos.
5. To create promotional flyers and information guides to support the State Officer and California DECA programs and initiatives.
6. To develop and carry out additional duties and responsibilities as designated in the State Officer Program of Leadership.
7. To participate as an active member of the State Officer team on team projects and initiatives.
8. Generate press releases for all California DECA events and activities and promote California DECA to the community.

9. Contact media outlets and work to secure their coverage of California DECA conferences, programs, and activities.
10. To develop a press kit for media representatives at all California DECA sponsored activities.
11. To distribute news about the state association to the media.

VICE PRESIDENT OF LEADERSHIP

1. To promote DECA campaigns, executive office initiatives, and other non-competitive related DECA programs and activities.
2. To promote DECA Month to all chapters and with selected media.
3. To lead advocacy and community outreach projects and efforts in coordination with the State Officer team.
4. To develop content and prepare presentations on DECA, leadership, and other related topics to contribute to the growth and development of DECA member statewide
5. To support the State President on any California DECA State Officer team recognition projects (i.e., Annual Report, Impact Awards, etc.).
6. To edit and publish content for California DECA Online Newsletter.
7. To submit articles for publication in DECA Direct.
8. To work with the Vice President of Marketing in utilizing the California DECA social media platforms to promote and publicize DECA programs, events, conferences, and activities including posting updates and photos.
9. To develop and carry out additional duties and responsibilities as designated in the State Officer Program of Leadership.
10. To participate as an active member of the State Officer team on team projects and initiatives.

ELIGIBILITY REQUIREMENTS

The following outlines the minimum requirements that must be met for California DECA to accept a person for State Officer Candidacy. To be eligible for state office, the following criteria **must** be met:

1. A candidate must meet the CTE Requirements as outlined in the Career and Technical Education (CTE) Course Requirement section of this guide.
2. A candidate must be a member of a state approved DECA chapter and be an active member of the state approved chapter.
3. A candidate must be an active member in good standing of California DECA and DECA Inc. by the published application deadline.
4. A candidate should have held or be holding a DECA chapter office, but this is not required.
5. A candidate must have earned a GPA of 2.50 (4.00 scale) or better for the term preceding their running for office and must maintain a GPA of 2.50 or greater throughout their term of office, if elected.
6. A candidate may be a freshman, sophomore, or junior. Seniors are not eligible to run for state office.
7. The term of office will be from the close of the State Career Development Conference where the State Officer team is elected to the close of the following State Career Development Conference when the newly elected officer team begins their term.
8. To be eligible to run for a state office, each candidate must complete and submit all forms and documentation and must complete each step of the election process outlined in this guide.
9. Each chapter may run up to two candidates for state office but may not run more than one candidate for any given office.

APPLICATION REQUIREMENTS

OVERVIEW

To be an eligible candidate for state office, the following steps MUST be completed:

1. Complete the California DECA Knowledge Test with a passing score of 90% by the required deadline.
2. Complete all online forms, including necessary signatures from your Advisor and other parties listed in the Forms Section of this document by the application deadline.
3. Submit a 30 second commercial via a downloadable Dropbox or Google Drive link.
4. Create a State Officer Candidate Portfolio and bring it to the District or State Career Development Conference at which you are campaigning.
5. Review this guide in its entirety and comply with the stated guidelines and requirements.

STEP 1: INTENT TO RUN FORM

A local Chapter Advisor must submit an "Intent to Run" for a potential candidate. The purpose of this form is to inform California DECA that your local chapter intends and endorses the candidate(s). By submitting an Intent to Run:

- The DECA member's name will be added to the mailing list for potential candidates and will receive any updates about the candidate process leading up to the conference.
- The DECA member will receive reminders about opportunities to complete the DECA Knowledge Test, a requirement to be a candidate for office.
- Submitting this online form does not obligate the member(s) to run for office, but completing this step provides advance notice to the local Chapter Advisor and California DECA about your interest to seek state office.

Each chapter may run up to two candidates for state office but may not run more than one candidate for any office. **This process must be completed by the local Chapter Advisor, not candidate.**

A local Chapter Advisor, at their discretion, may identify and require additional steps for approving candidates at the local level, but candidates must still meet all requirements outlined in this Guide by the outlined deadline.

To complete this form, visit: californiadeca.org/officers/#candidates

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STEP 2: CANDIDATE INFORMATION SESSION (OPTIONAL)

To learn more about running for office, potential candidates are encouraged to attend the online Candidate Information Session. If you able to attend the meeting, please be dressed in appropriate business casual attire (i.e., DECA polo, button up collared shirt, dress blouse, etc.) Information on date and time are included in the "Application Timeline" sections below.

To access this video conference, visit the following link:
https://leadable.info/cadecainfomeeting

If you are unable to attend this session, contact coach@californiadeca.org for access to the video recording.

STEP 3: DECA KNOWLEDGE EXAMINATION

To be eligible to run for state office, a candidate must take the California DECA Knowledge Exam and pass with a score of 90% by the application deadline. A candidate may take the exam as many times as necessary.

HOW TO TAKE THE EXAM

The DECA Knowledge Examination will be available online from November 1 through November 18. To take the exam, complete the following steps:

1. Advisors must request a unique access code for the candidates in their chapter to take the Knowledge Exam by emailing coach@californiadeca.org. A unique code will be distributed to them for candidates to use and complete the Exam. All candidates must complete this Exam without use of the Knowledge Exam Study Guide. Candidates are expected to complete the exam on their honor and with their own knowledge from study and preparation.
2. Testing instructions and a unique access code will be provided to the Chapter Advisor for the candidate to take the "DECA Knowledge Examination" beginning November 1.
3. A Chapter Advisor or school official must serve as a proctor for the exam. Parents, alumni, and non-school officials are not allowed to proctor the exam.
4. If you do not receive a passing score of 90%, you may retake the exam after waiting 24 hours. There is no limit to the number of times you can retake the exam.

Test questions will be pulled from the DECA Knowledge Test Study Guide which is available on the State Website: californiadeca.org/officers/#candidates.

STEP 4: CANDIDATE APPLICATION FORMS

All forms listed in the Forms Section of this document must be completed and submitted on or before the deadline. Forms are available at: californiadeca.org/officers/#candidates.

STEP 5: COMMERCIAL VIDEO

Each candidate must submit a pre-recorded 30-second (maximum) commercial that highlights who they are and why they should be elected to state office.

Time begins the moment the first visual and/or audio occurs on screen and ends at the last moment a visual and/or audio component occurs on screen.

Videos should be of the candidate speaking but can include supporting graphics and/or visuals that help showcase why the candidate would make a good State Officer. Other DECA members can help a candidate shoot, edit, and design the video, but the candidate can be the only one speaking.

Videos must be submitted in .mov or .mp4 format via a Google Drive or Dropbox link attached to the online application. Instructions can be found at the bottom of this page. Videos may be played at the District or State Career Development Conference at which you are campaigning and will be posted on the California DECA YouTube Channel and linked to on the California DECA Conference App.

Inappropriate videos (offensive language, gestures or images, unclean music, sexually suggestive music, or language) will not be allowed. If a video is deemed inappropriate by State Staff, the candidate will be disqualified.

Campaign videos are subject to the same budget guidelines as the rest of the campaign.

Video Commercial Submission Instructions

Complete the below steps to submit your video. Any questions may be directed to coach@californiadeca.org.

Step 1	Create and/or sign into your Dropbox or Google Drive account
Step 2	Upload your video to Dropbox/Drive. Your file must be a .mov or .mp4 file.
Step 3	Select the “Share Link” option for your uploaded file.
Step 4	In the “Share Link” window, make sure the “Anyone with the link can view” option is selected.
Step 5	Click “Get Link” or “Copy Link”
Step 6	Submit the link within the rest of your application at californiadeca.org/officers/#candidates

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STEP 6: ATTEND/WATCH CANDIDATE ONLINE BRIEFING VIDEO MEETING

Each candidate is required to attend or watch a recording of the Candidate Online Briefing Meeting. If you able to attend the meeting, please be dressed in appropriate business casual attire (i.e., DECA polo, button up collared shirt, dress blouse, etc.) Information on date and time are included in the "Application Timeline" sections below.

To access this video conference, visit the following link:

- For District VP Candidates: https://leadable.info/cadecacandidatebriefing
- For President, VP Marketing, and VP Leadership: https://leadable.info/cadecascdcbriefing
    - District Vice President-Elects must also attend the SCDC Briefing

If you are unable to attend this briefing, you must notify coach@californiadeca.org of an intended absence along with a request for access to the video recording; Please cc your advisor. After you watch the video recording, you must have your local Chapter Advisor certify that you watched the video by sending an email confirmation to coach@californiadeca.org.

STEP 7: PORTFOLIO

(Required for Appointed Positions)
Each officer candidate is encouraged to create a State Officer Candidate Portfolio

- For Appointed Positions, the portfolio should be presented at your candidate interview. The portfolio will be provided to the interview panel for review during the interview and then returned to the State Officer candidate at the SCDC Election Session.
- For Elected Positions, candidates are encouraged to display the portfolio at the campaign booth, but are not required to turn it in. Voting delegates will be encouraged to ask to see these portfolios.

The State Officer Candidate Portfolio may include the following:

- Personal Biography
- Resume including qualifications for office.
- Letters of recommendation from any of the parties listed below:
    - Chapter Advisor, School Official(s), Business/Professional Person, etc.
- Showcase of personal accomplishments and qualifications for office.
- Candidates have many skills, talents, work samples, and recognition and are encouraged to add items to the portfolio that reflects their skills, talents, accomplishments, work samples, etc. The portfolio is not limited to DECA experiences. For example:
    - Vice President of Leadership candidates may have samples of involvement/participation in non-competitive DECA programs and activities,

writing samples, sample workshop or outreach presentations, community projects, etc.
- Vice President of Marketing candidates may have examples of video editing, web page layout design, photography editing, document layout, document design, graphic design, etc.
- Vice President of Districts or State President may show leadership positions they have held or times that they have exhibited leadership with DECA, community, church, etc.

- Other relevant items such as are articles from newspapers, pictures from events, DECA experiences, certificates, thank you notes from people, chapter activities, conference participation certificates, lists of honors/awards/accomplishments, etc.
- In the event of portions of the election or State Career Development Conference being held virtually, candidates will be instructed to prepare digital portfolios.

Candidates are encouraged to use their creativity in putting together the portfolio. A typical portfolio is presented in a three-ring binder with page protectors for in-person candidate booths but will also be submitted virtually as a PDF. The portfolio can be bound/compiled as the candidate sees fit. Candidate forms from this guide SHOULD NOT be included in the portfolio.

Candidates will submit a link to their digital portfolio as part of the application form. Follow the below steps to ensure the portfolio is submitted correctly:

Step 1 Create and/or sign into your Dropbox/Google Drive account
Step 2 Upload your portfolio to Dropbox/Google Drive. Your portfolio files must be compiled into one .PDF document
Step 3 Select the "Share Link" option for your uploaded file.
Step 4 In the "Share Link" window, make sure the "Anyone with the link can view" option is selected.
Step 5 Click "Get Link" or "Copy Link"
Step 6 Submit the link within the rest of your application at californiadeca.org/officers/#candidates

CAMPAIGN RULES

1. All campaign materials must be in good taste. Facility policies do not allow the posting of campaign materials on facility walls.
2. Candidates are not allowed to begin campaigning of any kind prior to the published start time for campaigning at the District or State Career Development Conference at which they are campaigning. This includes campaigning via email, social media profiles, direct messages, and comments, websites, YouTube, chapter mailings, chapter visits, phone calls, text messages, etc. Campaigning by candidates may then continue until the ballots have been turned in during the Election Session.
3. Throughout the campaign, candidates are encouraged to use handout materials and other visual displays and presentations. Posted/stationary campaign signs, posters, banners, and any other display materials must be confined to the space provided in the campaign booth. Campaign materials may be carried throughout the conference hotel and during sessions by campaign staff members, but may not be posted, attached, or otherwise placed anywhere in the conference hotel if not in the immediate possession of a campaign staff member.
4. There will be NO campaigning after curfew. All officer candidates and campaign workers must be in their rooms by curfew.
5. The size and location of campaign booths will be communicated to candidates after the application deadline. At minimum, each candidate will receive half of a six-foot banquet table to display their materials. If there are fewer candidates, each may receive a full table; the size is dependent upon the number of candidates who submit applications and the State Officer Coach will notify candidates of the table length during the Candidate Briefing Call.
6. As a general rule, food or beverages may NOT be passed out, sold, or otherwise distributed as part of campaigning with the exception of small AND store purchased candies, snack items, or mints. Playing music is not allowed in the campaign booths because of the disruption to competitive events and other hotel/facility functions. Electrical outlets/connections will not be provided or available. If a candidate has a PowerPoint presentation or other presentation/display/visual element that requires electricity, it must be able to run on battery power.
7. Candidates and their campaign teams are responsible for making sure that no campaign materials are left in any rooms or as litter. Failure to adequately pick-up materials may jeopardize candidacy. Each candidate should assign someone from their chapter to make a sweep of the conference facility to ensure that campaign materials are all collected.
8. To ensure a fair playing field for campaigns there is a $250.00 limit on campaign spending (for booths, promotional materials, giveaways, raffle items, decorations, etc.) This includes in-kind donations. Candidates may not spend more than $250.00 on their campaign or have more than $250.00 of items donated or any combination of the two

that exceeds $250.00 total. Prices of donated items are to be fair market value and candidates must be prepared to submit receipts documenting their expenditures/donations. Fair market value is to be determined based on what a reasonable person would expect to pay for an item when looking to purchase it and what a reasonable seller would be willing to sell it for. For example, indicating that a brand-new iPad was donated to be used as a raffle item and the fair market value of the iPad was $100.00 would be unreasonable.

9. Each candidate will bring a final Campaign Expense Report to their interview at the District or State Career Development Conference at which they are campaigning to ensure candidate adhered to the $250.00 spending limit. The final report should show any changes from the original report submitted with your application

ELECTION GUIDELINES

The below guidelines apply to all State Officer positions:

1. Chapter Advisors or persons acting in a Chapter Advisor capacity will not be allowed to participate during the election. Unless disqualified, the previous year's officer or unelected candidate may opt to apply again the following year.
2. A qualified candidate who is not elected to their office will have their application submitted to the newly elected officer team for consideration in filling any vacant positions.
3. If no candidate is elected for a specific office, that office may be appointed by the State Management Team at their sole discretion.
4. Candidates for districts that contain a District Action Team will be asked if they would like to be considered for the DAT, if not elected as a District Vice President. If yes, and if the candidate is selected for the DAT at their District Conference, then the candidate cannot apply for any SCDC appointed/elected role.

DISTRICT VICE PRESIDENTS

The following guidelines and regulations apply to candidates for the positions of Vice President of Northern California, Vice President of Silicon Valley, and Vice President of Southern California.

APPLICATION & ELECTION TIMELINE

The campaign schedule for District Vice Presidents is below. Final conference campaign schedules and procedures will be shared with all official candidates prior to the district conference.

2026

October 26	Run for State Office Information Session (Optional) Video conference meeting will be held from 4:00-5:00 PM
November 18	Submit online Intent to Run Form Advisor must submit by 5:00 PM
November 18	Candidate Application Forms All forms and signature pages must be submitted online by 5:00 PM
November 18	Commercial Video Video link must be submitted by 5:00 PM
November 18	Knowledge Examination Between Nov. 1 and Nov. 18, the Candidate exam will be administered online and proctored by the local Chapter Advisor. Candidates will be able to instantly view their score after each attempt. Advisors must email coach@californiadeca.org to request exam access information.
December 7	Attend Candidate Online Briefing Video Meeting Video conference meeting will be held from 4:00-5:00 PM Candidates unable to attend must watch the recording by December 12th
December 13-19	District VP Candidate Interviews 10-Minute video conference interviews will be held during this week.

2027

January 8-10	Silicon Valley CDC Speech, Campaign Booth, Interview, Election Session, Optional Portfolio
January 8-10	Southern California CDC Speech, Campaign Booth, Interview, Election Session, Optional Portfolio
January 15-17	Northern California CDC Speech, Campaign Booth, Interview, Election Session, Optional Portfolio
February 25-28	State Career Development Conference Informational Booth, Interview, New Officer Orientation

CAMPAIGN AND ELECTION PROCEDURES

The campaigning portion of this process is an opportunity for the candidates to showcase their qualifications, including experience, scholastic aptitude, responses to published questions, speaking ability, ability to "think on your feet," appearance, personality, and commitment.

CAMPAIGN SPEECHES

Candidates will deliver a campaign speech at their respective District Career Development Conference. All elected candidates are allotted two (2) minutes for their campaign speech. All speeches and/or demonstrations in support of the candidate must be included in the time allotment. Candidates should bring hard copies of signed application documents and a final expense report to submit to California DECA.

CANDIDATE INTERVIEW

Participation in an interview at or before the District Career Development Conference is mandatory for all elected candidates. Failure to participate in the interview will result in disqualification. You will be notified of your scheduled interview time after the candidate briefing call.

ELECTION PROCEDURES

The official California DECA Election Procedure for Vice President of Northern California, Vice President of Southern California, and Vice President of Silicon Valley will be determined through an election by voting delegates.

Voting will be held during an election session at each district's Career Development Conference by designated voting delegates by secret ballot. Each chapter registered for the conference will be allowed two (2) votes.

For District Vice President positions, the candidate with a majority vote from the voting delegates within their district will be elected. Voting delegates will be allowed to cast an affirmative or an abstention vote, such abstention counting neither for nor against the candidate. In the case of only one candidate running for an office, the voting delegates will have the option of a negative vote. The "no" vote means that the delegate would rather have no representative than the one running.

Voting will continue until one candidate in each race has a majority of the votes. On each ballot, candidates with the lowest votes or those who do not receive 15% of the votes will be dropped from the ballot.

Until a majority vote is reached, after each vote is taken the candidates remaining will come forward as their names are called so that the voting delegates may see which candidates they wish to vote for on the next ballot.

The election will take place during an Election Session at the corresponding District Career Development Conference. (Positions will be elected prior to the State Career Development Conference).

Newly elected State Officers will be announced at the conclusion of the District Career Development Conference and installed at the conclusion of the State Career Development Conference.

STATE CAREER DEVELOPMENT CONFERENCE INVOLVEMENT

District Vice Presidents-Elect are required to participate at the State Career Development Conference in the following ways:

1. Be introduced on-stage during the Opening General Session
2. Host an informational booth during the Campaign Rally. Newly elected officers will not be campaigning for votes, but present to answer questions about your platform for the coming year and start becoming familiar with the members, their suggestions, and needs.
3. Participate in a panel interview with the other District Vice Presidents to aid in the mission initiative that they will be assigned for their term (Membership, Finance, OR Career Development)
4. Be present at all campaign and election activities
5. Participate in New Officer Orientation at SCDC.

STATE PRESIDENT

The following guidelines and regulations apply to candidates for the position of State President

APPLICATION & ELECTION TIMELINE

The campaign schedule for State President candidates is below:

2026

October 26	Run for State Office Information Session (Optional) Video conference meeting will be held from 4:00-5:00 PM
November 18	Knowledge Examination Between Nov. 1 and Nov. 18, the Candidate exam will be administered online and proctored by the local Chapter Advisor. Candidates will be able to instantly view their score after each attempt. Advisors must email coach@californiadeca.org to request exam access information.
November 18	Submit online Intent to Run Form Advisor must submit by 5:00 PM

2027

	Board Screening Interviews
January 8-10	(if from) Silicon Valley CDC
January 8-10	(if from) Southern California CDC
January 15-17	(if from) Northern California CDC
January 27	Candidate Application Forms All forms and signature pages must be submitted online by 5:00 PM
January 27	Commercial Video Video link must be submitted by 5:00 PM
January 27	Complete Portfolio (Optional)
February 3	Attend/Watch Candidate Online Briefing Video Meeting Video conference meeting will be held from 4:00-5:00 PM Candidates unable to attend must watch the recording by February 10th
February 25-28	State Career Development Conference Campaign Speech, Campaign Booth, Interview, Election Session, New Officer Orientation

CAMPAIGN AND ELECTION PROCEDURES

The campaigning portion of this process is an opportunity for the candidates to showcase their qualifications, including experience, scholastic aptitude, responses to published questions, speaking ability, ability to "think on your feet," appearance, personality, and commitment.

BOARD SCREENING INTERVIEW (PRIOR TO SCDC)

All potential State President candidates must participate in a screening interview with a Board of Directors member that must take place at or before their respective District Career Development Conference. This is a mandatory interview. Only those candidates that have passed the DECA screening interview will be allowed to continue with the campaign process. If the candidate is not approved by the Board of Directors member who conducts the interview the candidate will not be allowed to campaign for state office.

Board members should not interview candidates from their own chapter.

The State Officer Coach will provide options for each candidate's Board Screening Interview at their respective District CDC. Candidates will be able to schedule their interview by selecting an available time and then replying to the Coach's email. The Coach will then confirm the time with the candidate.

CAMPAIGN SPEECHES

Candidates will deliver a campaign speech at the State Career Development Conference. All elected candidates are allotted two (2) minutes for their campaign speech. All speeches and/or demonstrations in support of the candidate must be included in the time allotment. Candidates should bring hard copies of signed application documents and a final expense report to submit to California DECA. If the State Career Development Conference is held virtually, alternative measures will take place for candidates to still deliver a speech.

CANDIDATE INTERVIEW

Participation in an interview during the State Career Development Conference is mandatory for all elected candidates. Failure to participate in the interview will result in disqualification. You will be notified of your scheduled interview time prior to the state conference.

ELECTION PROCEDURES

The official California DECA Election Procedure for State President will be determined through an election by voting delegates.

Voting will be held during an election session at the State Career Development Conference by designated voting delegates by secret ballot. Each chapter registered for the conference will be allowed two (2) votes.

For the position of State President, the candidate with a majority vote from all voting delegates statewide will be elected. Voting delegates will be allowed to cast an affirmative or an abstention vote, such abstention counting neither for nor against the candidate. In the case of only one candidate running for an office, the voting delegates will have the option of a negative vote. The "no" vote means that the delegate would rather have no representative than the one running.

Voting will continue until one candidate has a majority of the votes. On each ballot, candidates with the lowest votes or those who do not receive 15% of the votes will be dropped from the ballot.

Until a majority vote is reached, after each vote is taken the candidates remaining will come forward as their names are called so that the voting delegates may see which candidates they wish to vote for on the next ballot.

The election will take place during an Election Session at the State Career Development Conference.

The newly elected State President will be announced at the conclusion of the Election Session and installed at the conclusion State Career Development Conference.

APPOINTED POSITIONS

The following guidelines and regulations apply to candidates for the positions of Vice President of Marketing and Vice President of Leadership.

APPLICATION & ELECTION TIMELINE

The campaign schedule for Appointed Vice Presidents is below:

2026

October 26	Run for State Office Information Session (Optional) Video conference meeting will be held from 4:00-5:00 PM
November 18	Knowledge Examination Between November 1 and November 18, the Candidate exam will be administered online and proctored by the local Chapter Advisor. Candidates will be able to automatically view their score after each attempt.
November 18	Submit online Intent to Run Form Advisor must be submitted by 5:00 PM

2027

	Board Screening Interviews
January 8-10	(if from) Silicon Valley CDC
January 8-10	(if from) Southern California CDC
January 15-17	(if from) Northern California CDC
January 27	Candidate Application Forms All forms and signature pages must be submitted online by 5:00 PM
January 27	Commercial Video Video link must be submitted by 5:00 PM
January 27	Complete Portfolio (Digital File)
February 3	Attend/Watch Candidate Online Briefing Video Meeting Video conference meeting will be held from 4:00-5:00 PM Candidates unable to attend must watch the recording by February 10th
February 25-28	State Career Development Conference Campaign Booth, Interview, Election Session, New Officer Orientation

California DECA is chartered by the California Department of Education and endorsed as an essential component of business education.

CAMPAIGN AND ELECTION PROCEDURES

The campaigning portion of this process is an opportunity for the candidates to showcase their qualifications, including experience, scholastic aptitude, responses to published questions, speaking ability, ability to "think on feet," appearance, personality, and commitment.

These two appointed positions will not campaign for votes. Candidates running for these appointed offices will follow the same election and campaign procedures as State President, except that they will not deliver a campaign speech or be elected by the voting delegates.

Candidates for the positions of Vice President of Leadership and Vice President of Marketing will participate in an interview. Both positions are filled by appointment based on the specific abilities and skill sets required by these positions. The interview committee will consider the unique qualifications of each candidate.

The portfolios carry particular weight and importance for the appointment of these offices.

BOARD SCREENING INTERVIEW (PRIOR TO SCDC)

All potential appointed position candidates must participate in a screening interview with a Board of Directors member that must take place at or before their respective District Career Development Conference. This is a mandatory interview. Only those candidates that have passed the DECA screening interview will be allowed to continue with the campaign process. If the candidate is not approved by the Board of Directors member who conducts the interview the candidate will not be allowed to campaign for state office.

Another Board Member will interview candidates running for state office from a Board Member's chapter.

CAMPAIGN SPEECH

Candidates for Appointed Positions (Vice President of Leadership and Vice President of Marketing) do not have to give a speech. They do, however, need to participate in ALL other campaign elements.

CANDIDATE INTERVIEW

Participation in an interview at the State Career Development Conference is mandatory for all elected candidates. Failure to participate in the interview will result in disqualification. You will be notified of your scheduled interview time prior to the state conference. Candidates should bring hard copies of signed application documents and a final expense report to submit to California DECA.

ELECTION PROCEDURES

The official California DECA procedures for the appointed positions of Vice President of Leadership and Vice President of Marketing consists of two (2) parts: an interview and portfolio. These two elements will be considered to determine who will be appointed to each available office.

- The panel will consist of, but is not restricted to, industry representatives, Department of Education representatives, Advisors, state staff, and/or alumni.

All newly elected State Officers will be announced at the conclusion of the Election Session and installed at the conclusion of the Awards Session during the State Career Development Conference.

STATE OFFICER CANDIDATE FORMS

The forms on the following pages must be submitted for a candidate's application to be complete. Any missing forms could result in the disqualification of the candidate. Please ensure all requested information is provided and that each form is complete and contains all requested signatures. A confirmation email will be sent once all forms have been received.

ONLINE APPLICATION FORMS
Available at californiadeca.org/officers/#candidates

- State Officer Candidate Notification Form (Submitted Separately)
- State Officer Candidate Application Form & Signature Pages Upload
- Campaign Expenditure Report Form
- Advisor Checklist
- State Officer Candidate Agreement (3 Pages)
- State Officer Travel Authorization (2 Pages)
- School Administration Statement of Support
- Permission & Medical Release Form (4 Pages)
- School Transcript (with CTE course(s) circled/highlighted)

Signature pages must be scanned and uploaded to the online application.
Hard copies should be submitted at the candidate meeting at the conference at which you are campaigning.

STATE OFFICER CANDIDATE APPLICATION DEADLINES

All applicants must meet these deadlines, no exceptions.
DO NOT MAIL OR SHIP ANY CANDIDATE APPLICATION MATERIALS TO CALIFORNIA DECA

DISTRICT VICE PRESIDENTS	STATE PRESIDENT & APPOINTED POSITIONS
WEDNESDAY, NOVEMBER 18, 2026	WEDNESDAY, JANUARY 27, 2027

All materials must be submitted online by 5:00 P.M.

California DECA is chartered by the California Department of Education and endorsed as an essential component of business education.

CAMPAIGN EXPENDITURE REPORT FORM

Each candidate will submit a campaign budget with their online application. Candidates will also submit a final campaign expense report at the interview to ensure candidate adhered to the $250.00 spending limit.

EXPENSES

EXPENDITURE	QUANTITY	DESCRIPTION	COST
TOTAL EXPENSES			

REVENUE

REVENUE SOURCE		DESCRIPTION	INCOME
TOTAL INCOME			

I certify that the information on this budget form is accurate and complete.

CANDIDATE SIGNATURE

DATE

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ADVISOR CHECKLIST

MEETING WITH STATE OFFICER CANDIDATES & PARENTS/GUARDIANS

The Chapter Advisor should schedule a meeting with the State Officer Candidate and their parent/guardian and carefully review this checklist and the entire State Officer Candidate Guide. Once the Advisor has held this meeting and reviewed the checklist it should be completed, signed, and dated, and submitted to California DECA along with the required forms in this guide.

✔	ITEMS TO DISCUSS AND REVIEW WITH YOUR STATE OFFICER CANDIDATE
	Have a frank conversation with the State Officer candidate to ensure they understand the commitments required of State Officers. Be sure that they understand that at times they will have to miss sporting events or other personal activities in order to fulfill their State Officer responsibilities. Officers must recognize that DECA conferences and events come before other social functions, summer programs, athletics and dances.
	Ensure that State Officer candidates understand that being a State Officer is a privilege and will require their very best effort. If elected, the candidate will be required to devote several hours each week to their State Officer responsibilities and will not be allowed to fall behind on State Officer duties and responsibilities.
	Verify that the State Officer candidate has or is on track to meet the CTE Course Requirement as a candidate **and** will be able to meet the requirement during term of office if elected.
	Talk to the candidate about their involvement in other activities like sports, clubs, work, etc. Be sure they have fully calculated the time commitment and are prepared to make DECA a priority if they are elected.
	Set up a plan for the officer to keep the Advisor regularly updated about projects, upcoming responsibilities, and duties of office. The interview panel will ask about this.
	Discuss and create a time management plan for when and how the officer will complete their DECA work each day. Officers should plan to spend about 30 minutes a day (minimum) on DECA work. The interview panel will ask about this at state.
	Ensure the officer has access to internet on a daily basis either at home or through the school. Officers will need access to Gmail for official State Officer communications.
	Carefully review this guide with the candidate and be familiar with the rules and guidelines for State Officer candidates.
	Ensure that all forms from this guide have been completed.
	Ensure the 30-second commercial is in good taste and is of a professional nature.
	Be sure that the candidate understands that while being a DECA State Officer is an invaluable experience and will be a great accomplishment to highlight on their resume and college applications, being a State Officer should be about their passion for DECA and desire to contribute to the growth and progress of California DECA. This is a real commitment that requires time, effort, initiative, and commitment throughout their term of office.

CHAPTER ADVISOR SIGNATURE

DATE

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STATE OFFICER CANDIDATE AGREEMENT

Purpose:
Becoming a California DECA State Officer requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility to this leadership training experience. In order for a candidate to be eligible for office, all parties indicated must sign this agreement. State Officer candidates should understand that, if elected, attendance at all State Officer meetings and activities is mandatory and that failure to attend any of these meetings will result in their removal from office, with the exception of emergencies/unsafe traveling conditions. They should also understand that they may be removed from office if in the opinion of the State Management Team they fail to comply with State Officer responsibilities/assignments or participate in activities/conduct which would reflect negatively on California DECA or the State Officer Team.

If elected, the candidate agrees to:

1. Attend and participate in all meetings (including, but not limited to, State Officer meetings, State Officer training's, district, regional, state and International conferences) and attest that; "I fully understand the responsibilities and obligations of the position I seek and, if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the Management Team, State Officer Coach, or the State Director, I fail to fulfill my responsibilities and obligations of office, and/or I violate the California DECA Conduct Code, I can be removed from office. Should I fail to complete the duties of my office, I will be liable to return to DECA the amount expended for my participation during my term in office."
2. Perform to the best of his/her ability the duties of the elected office.
3. Maintain a GPA of 2.5 or better based on a 4.0 scale during their term of office **and** meet the CTE eligibility criteria outlined in the State Officer Candidate Guide.
4. Participate in ALL activities scheduled by the State Director or State Officer Coach of the California Association of DECA including, but not limited to:

February 25-28, 2027	State Career Development Conference – Anaheim, CA
April 15-21, 2027	International Career Development Conference – Anaheim, CA
July 12-15, 2027	Emerging LEADER Summit – Arlington, VA
December 3-5, 2027	Ultimate DECA Power Trip – San Francisco, CA
January 7-9, 2028	Silicon Valley Career Development Conference (In your own district)
January 7-9, 2028	Southern California Career Development Conference (In your own district)
January 9-10, 2028	Winter Leadership Retreat – SoCal
January 14-16, 2028	Northern California Career Development Conference (In your own district)
February 24-27, 2028	State Career Development Conference – Anaheim, CA

In addition to the required State Officer events above there will be additional travel required for chapter visits and other opportunities that may arise throughout the year.

STATE OFFICER CANDIDATE AGREEMENT

5. Pay a $500 fee to participate as a State Officer. California DECA will cover all expenses in excess of the $500 fee for each officer. The following is a suggested payment schedule if you plan to make payments in the amount of $100 each payment. Total amount due of $500.00 must be received by August 31, 2027

April 2027	$100
May 2027	$100
June 2027	$100
July 2027	$100
August 2027	$100
Total	$500

Failure to pay the fee in full by August 31, 2027 will result in the student being immediately removed from office and no longer eligible to participate in California DECA conferences and events.
Please note while officers are expected to pay $500 towards their expenses, California DECA is contributing an average of $5,000 per officer to cover their travel, lodging, registration, meals, and other officer related expenses.

The Parent(s) and Candidate Agree To:

1. Authorize the release of scores received for the Officer Candidate Exam and Officer Candidate Interview to the members and Advisors of DECA.
2. If elected, authorize the candidate's cell phone number to be printed on official business cards, if applicable, unless alternative arrangements are requested in writing to State Staff.
3. Grant permission to California DECA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of California DECA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.
4. Pay for certain costs associated with being a State Officer as outlined in the student agreement above and as may arise throughout the year.

The Parent(s) and Employer(s) Agree To:

1. Permit the candidate to participate in all scheduled California DECA activities, State Officer meetings, chapter visits, and other official officer duties.
2. If the student is elected, permit, and in the case of parents, authorize the student to visit California schools and participate in California DECA chapter activities for the purpose of conducting official DECA State Officer business.
3. Encourage the candidate to take full benefit of the leadership development experience.
4. Attend any scheduled California DECA activities when they so desire.

STATE OFFICER CANDIDATE AGREEMENT

The Advisor(s) and All School Officials Listed Below Agree To:

5. Recommend for state office only those candidates who are qualified. (See information provided.)
6. Host meetings of the State Officers upon request of the Executive Director.
7. Ensure the candidate's attendance at all California DECA activities.
8. Permit the candidate to visit California schools and participate in DECA chapter activities for the purpose of conducting official DECA State Officer business.
9. Certify that the candidate has earned a GPA of 2.5 (4.0 base) or better for the term preceding the election and that officer maintains this during their term of office.
10. Read the Candidate Agreement and Participant Code of Conduct and discuss it with the student.

Signatures on this page apply to all three pages of this document

CANDIDATE SIGNATURE[1] DATE

CHAPTER ADVISOR SIGNATURE DATE

PARENT SIGNATURE DATE

HIGH SCHOOL ADMINISTRATOR SIGNATURE DATE

ATHLETIC COACH(ES) SIGNATURE DATE

ATHLETIC COACH(ES) SIGNATURE DATE

EMPLOYER(S) SIGNATURE DATE

[1] If you change schools, jobs and/or sports at any time during your state officer year and signatures above are not complete and current; this document must be signed again and resent to California DECA.

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STATE OFFICER TRAVEL AUTHORIZATION

To be completed for each official State Officer meeting/meeting.

Event or Meeting Description: All State Officer Responsibilities During Term in Office

Student Name: _____Phone: _____

School Name: _____Phone: _____

Transportation plan for arriving at the event/meeting (include ALL steps of travel process):

_____

_____

If you will be staying overnight at a location, other than your home, on your way to the event/meeting, please describe the location, address, phone number and name of chaperone at this location.

_____

_____

Transportation plan for returning home from the event/meeting (include ALL steps of travel):

_____

_____

If you will be staying overnight at a location on your way home from the event/meeting, please describe the location, address, phone number and name of chaperone at this location.

_____

_____

ALL STUDENTS MUST ADHERE TO THEIR LOCAL SCHOOL DISTRICT'S STUDENT TRANSPORTATION POLICY AND PROCEDURES. PLEASE ATTACH A COPY OF THE COMPLETED DISTRICT FORM PERTAINING TO STUDENT TRAVEL FOR THIS EVENT -- OR -- COMPLETE THE FORM ON THE NEXT PAGE.

STATE OFFICER TRAVEL AUTHORIZATION

Initial each of the following that apply:

_____ The above-named student may drive herself/himself to the above function as part of her/his official responsibilities.
_____ The above-named student will be transported to the above function as part of his/her official responsibilities by means of ___ parents and/or ___ public transportation (Check One).
_____ The above-named student will be allowed to ride with _____, another State Officer, to get to and/or from the above function as part of her/his official responsibilities.
_X__ The above-named student will be allowed to use Uber, Lyft, Taxi, or public transportation for transportation to, from, and/or during the above event or function. This includes travel during official responsibilities and events, as outlined in this document. (If you do not want your child using these transportation methods, please black out the "X" next to this item and initial to the left of it.)

The Transportation Consent Form includes two pages. By signing below the parties agree to abide by all policies and information included on both pages of this form.

I agree to adhere to the transportation policies and the transportation plans outlined on this form.

_____ _____
State Officer Signature **Date**

I agree to allow my child to use the above-named mode(s) of transportation and give permission for my child to attend this meeting.

_____ _____
Parent or Guardian Signature **Date**

As a school district official, my signature on this form is specifically limited to acknowledging that the student's participation in this event will be considered an excused absence and the student will not be given any truancies or other punishment for their time away from school while attending this event. The Parent/Guardian is the only one that can approve the specific transportation logistics and approval to attend the meeting.

_____ _____
School Administrator **Date**

SCHOOL ADMINISTRATION & ADVISOR STATEMENT OF SUPPORT

CALIFORNIA DECA STATE OFFICER CANDIDATE APPLICATION

To be eligible as an official State Officer candidate, each student must obtain the formal endorsement of both their DECA Chapter Advisor and a school administrator.

As a school administrator/chapter advisor, I acknowledge and support the following:

- DECA is a nationally recognized Career and Technical Student Organization, officially endorsed by the U.S. Department of Education and sponsored in California by the California Department of Education as an integral, co-curricular component of career education programs.
- I understand that _____ has been officially endorsed by our school's DECA Chapter, Chapter Advisor, and the student's parent(s)/guardian(s) to pursue election as a California DECA State Officer.
- If selected to serve as a State Officer, the above-named student will be required to attend officer meetings, leadership conferences, and educational activities, some of which may take place during regular instructional hours.
- Our school agrees to maintain an active DECA chapter and Chapter Advisor throughout the student's term of service as a California DECA State Officer.
- Our school agrees to support the student's role and responsibilities by approving necessary absences and, where applicable, providing chaperone coverage for official DECA or Department of Education functions. We understand it is the responsibility of the local chapter to comply with all school district policies regarding participation in official DECA activities.
- We recognize that serving as a California DECA State Officer is a prestigious honor and a significant leadership opportunity. As such, our school is committed to partnering with California DECA and the California Department of Education to support the student's leadership development, academic success, and career preparation during their term of service.

PRINT NAME OF ADMINISTRATOR	PRINT NAME OF ADVISOR
PRINT TITLE OF ADMINISTRATOR	PRINT TITLE OF ADVISOR
SIGNATURE ADMINISTRATOR	SIGNATURE ADVISOR

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PERMISSION & MEDICAL RELEASE FORM

ALL CALIFORNIA DECA STATE OFFICER ACTIVITIES 2027 -2028

- Revised August 2011 -

CODE OF CONDUCT

Participation in the California DECA State Officer Program is a privilege. Any violation of the provisions of this conduct code is considered serious.

Delegates shall abide by the rules and practices of CALIFORNIA DECA and school district policies at all times to, during, and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in the CALIFORNIA DECA organization. The standards outlined in this document constitute the California DECA Code of Conduct.

The following shall be regarded as severe violations of the CALIFORNIA DECA Code of Conduct:

Should a conduct code violation occur for item 1 through 7 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year and will be removed from State Office. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees.

1. Alcohol, Drugs and Tobacco: a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the Advisor. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
2. Curfew: Committing serious violations of curfew regulations as outlined in item 9 below.
3. Willful Companionship: Being in the willful companionship of someone who violates any portion of the conduct code or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
4. Personal Conduct: Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing, or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.
5. Serious Violations of the student conduct code of the school district or school that the student represents.
6. Private Transportation: Driving or riding in a private automobile during a conference, unless accompanied by an authorized Advisor. (Delegates are to be housed at the conference site). Occasionally a Chapter Advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to complete a "Permission to use Private Transportation" form to the Chapter Advisor prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.
7. Abusive Behavior and Lewd Conduct: A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

PERMISSION & MEDICAL RELEASE FORM

The following shall be other violations of the CALIFORNIA DECA Code of Conduct:

Should a conduct code violation occur for items 8-12 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional or national conference during that school year and may be removed from State Office. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees or local Advisor.

8. Conference Conduct: Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of DECA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
9. Curfew: Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
10. Dress: Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
11. Personal Conduct: Failing to report accidents, injuries or illnesses immediately to the local DECA Advisor; failing to keep adult Advisors informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g.. the door may be propped wide open), having a delegate or Advisor of the opposite sex in a room without a third person present and the door visibly open.
12. Hotel Conduct: Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e., phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.
13. Social Media & Online Presence: In the online environment, students must follow The California DECA Code of Conduct and conduct themselves online as they would in person. Think before you post and use discretion when posting online as you will leave a long-lasting impression of yourself, your school and DECA. Social media venues are public, and information can be shared beyond your control. Never post confidential or personal information. Do not misrepresent yourself by using someone else's identity. Be respectful and avoid comments that may be hurtful. Never use profane, obscene, or threatening language. Never use slurs based on the gender, race, disability, or orientation of another person. Never post sexually explicit pictures, videos, or content. Cyberbullying is considered an act of harassment and will not be tolerated. Use of DECA logos or images on your personal social networking sites is prohibited. If you wish to promote a specific DECA activity or event, you may do so only by means of a link to the official DECA social media accounts.

Individual School District Policies may supersede the code of conduct.

PERMISSION & MEDICAL RELEASE FORM

DRESS CODE FOR DELEGATES ATTENDING CALIFORNIA DECA SPONSORED ACTIVITIES
The following guidelines have been developed to clarify the dress code used at all DECA conferences (regardless of locations).

Professional appearance is an important aspect of the overall preparation of DECA members for the business world. To that end, DECA supports a dress code for its career-based functions that exemplifies the highest standards of professionalism while being non-discriminatory between genders.

ACCEPTABLE CASUAL ATTIRE
(Travel to/from conferences, dances, and non-conference activities such as shopping, sightseeing, or going out for meals, denim in good taste is allowed at CA DECA conferences only, not allowed at Western Region or National DECA)

- Casual slacks (e.g., Dockers), blouse or shirt, socks, and casual shoes
- Jeans, t-shirts, and athletic shoes are not included in business casual attire

ACCEPTABLE BUSINESS ATTIRE
(Opening/ Closing Sessions, event competitions, scholarship interviews, State/National Officer interviews, workshops, or banquets)

- Business suit, sport coat, or blazer (DECA blazer optional)
- Dress slacks, dress skirt, or business dress
- Collared dress shirt, dress sweater, or business dress
- Necktie/scarf/ascot (optional)
- Dress shoes (unacceptable types of dress shoes include boat shoes, canvas or fabric shoes, flip flops or casual sandals, athletic shoes, industrial work shoes, and hiking boots)
- For a more polished, professional appearance, it is recommended that attendees wear appropriate hosiery/socks.

UNACCEPTABLE DURING DECA ACTIVITIES

- Skin-tight or revealing clothing
- Midriff-baring clothing
- Swimwear
- Athletic clothing
- Leggings or graphic designed hosiery/tights

At any time during the conference while on-site (including hotels):

- You must be in casual or business attire
- All skirts and dresses must be at or below the knee
- All clothing must be in good repair and proper size
- Undergarments may not show outside of over garments
- No gang related clothing or accessories allowed
- Clothing with printing that is suggestive, obscene or promotes illegal substances
- Activities such as swimming, sunbathing, jogging, or tennis warrant appropriate recreational attire to, during, and returning from that activity only

PERMISSION & MEDICAL RELEASE FORM

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Signatures on this page apply to all four pages of this document

Conduct Code Endorsement, Permissions to attend California DECA sponsored activities, and authorization to use pictures or student name in publications.
Release of Claim for Damages, Emergency Medical Treatment Authorization:

Name of Delegate _____ Date _____
Home Address _____ Phone _____
_____ Date of Birth _____
Name of High School _____ Phone _____

This is to certify that the above-named delegate has my permission to attend all California DECA sponsored activities for the 2027-2028 School Year. I also do hereby, on the behalf of the above-named delegate absolve and release California DECA, the school officials, the DECA Chapter Advisors, conference staff, and California DECA staff from any claims for personal injuries/damages which might be sustained while he/she is en-route to and from or during the DECA sponsored activity.

I authorize the above-named Advisor or the California DECA staff to secure the services of a doctor or hospital for the above-named delegate. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

I grant permission to California DECA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of California DECA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

I also understand that the Chapter Advisor determines the criteria at the local site, for individual students and alumni to attend and participate at all DECA activities.

We have read and agree to abide by the supplied California DECA Code of Conduct. Should a code of conduct violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family's expense and/or be removed from office if in an officer status. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

Student Signature _____ Date _____
Parent/Guardian Signature _____ Date _____
Chapter Advisor Signature _____ Date _____
School/ROP Official Signature _____ Date _____

MEDICAL INFORMATION

Known Allergies (Drug or Natural) _____
Special Medication Being Taken _____
Date of Last Tetanus Shot _____
History of Heart Condition, Diabetes, Asthma, Epilepsy or Rheumatic Fever _____
Any Physical Restrictions _____
Other Conditions _____
Family Doctor _____ Phone _____

INSURANCE INFORMATION

Company Name _____ Policy Number _____

California DECA is chartered by the California Department of Education and endorsed as an essential component of business education.