

# STATE OFFICER CANDIDATE PACKET

## 2011-2012

## Nevada Association of DECA

**Deadline: January 12, 2012 at 5:00pm PST**

# LETTER TO CHAPTER ADVISORS

Nevada DECA Chapter Advisors,

The Nevada DECA State Officer Program provides tremendous opportunities for students to gain new leadership skills, learn critical thinking, improve their planning and organization skills, become stronger speakers, demonstrate initiative, and much more. In short, it is a unique and valuable experience that we are excited to share with your students.

Along with the considerable benefits that come with being a State Officer, **there are important responsibilities that officers take on** and we need your help to ensure that students who plan to run for state office are aware of these responsibilities and, if elected, both you and they will ensure that those responsibilities are fulfilled.

As an advisor with a candidate and (if elected) a State Officer the expectation is that you will:

- Assist your candidate with completing all required aspects of the State Officer candidate application and folio and review their campaign speech and campaign materials.
- Make a personal commitment to cooperate with the State Director and State Officer Coach to ensure that your State Officer fulfills all of their State Officer responsibilities, including responsibilities at non-mandatory events such as regional leadership conferences.
- Attend various meetings and functions with your State Officer.
- Serve as an ongoing mentor to your State Officer.
- Arrange additional time to work with your State Officer.
- Review with your State Officer the State Officer Team Program of Work and Accountability Chart to ensure that they are on track and up to date on all assignments.
- Assist with travel arrangements, even traveling with your officer when necessary.
- Edit and review materials and communication before officers submit and distribute them.
- Provide your officer with workspace supplies, telephone access, email access and any necessary financial support when appropriate.
- Assist with the ongoing training of all officers.

By signing the forms included in this packet you are making a commitment to your candidate/state officer and Nevada DECA. Training and directing our State Officers is a team effort and it is essential that the officer's advisor is a part of that team.

Thank you for encouraging your student to step forward and seek a State Officer position with Nevada DECA.

Sincerely,

Curtis Haley  
Nevada DECA State Director

# IS RUNNING FOR OFFICE RIGHT FOR ME?

We are excited that you are considering running for a Nevada DECA State Office. The opportunities provided to State Officers are tremendous and many of our State Officer alumni count their time as an officer as a pivotal experience in their life. Along with the opportunities and benefits of being an officer comes many important responsibilities. Be sure that you carefully consider your decision to run for State Office and what it requires.

The average State Officer will spend five to ten hours a week working on their State Officer assignments and responsibilities. Prior to State Officer meetings, conferences and DECA events the amount of time required tends to spike as officers finalize preparations and polish up assignments. It is important to realize that **although academics remain the number one priority, you will not be able to fall behind in your responsibilities as a DECA officer.** You will be required to participate in the team decision making process, perform your assigned tasks, and attend all required conferences and events.

It is important to understand that if you are elected you will be required to attend conferences, officer meetings and DECA events throughout the year. You will not be allowed to leave early, come late, or miss any parts of these events (except in the case of an extreme emergency). We have frequently had officers who had to miss out on big games, dances, trips, etc. because they conflicted with their State Officer responsibilities. The expectation is that your State Officer responsibilities and commitments will take priority after your academics.

Please carefully review the documents and information in this packet to be sure that you fully understand what will be expected/required of you as a State Officer if you are elected.

If you are willing to make this kind of commitment and are the type of person that has the drive to succeed and the encouragement and dedication to get the job done, a DECA office is definitely for you! If you are unsure, you may want to speak with your advisor to see if running for a State Officer is right for you. If you decide to run for office, be assured that holding state office will be one of the most memorable experiences of your life and one of the most effective career preparation experiences you could ever have while in high school.

# STATE OFFICER CANDIDATE GUIDELINES

## STATE OFFICER CANDIDATE PROCEDURES

### To be an eligible candidate the following steps **MUST** be completed

1. Complete the following forms including necessary signatures (All of these forms are included in this packet):
  - a. State Officer Candidate Notification
  - b. State Officer Candidate Information Sheet
  - c. State Officer Candidate Q & A
  - d. State Officer Candidate Agreement
  - e. Student Conduct Form
  - f. Student Travel Form
  - g. School Administration Statement of Support
  - h. State Officer Emergency Medical Treatment and Authorization Form
2. Review this packet in its entirety and comply with the stated guidelines and requirements.
3. Advisors must sign and submit the State Officer Candidate Notification.
4. Advisor must Mail or Deliver all forms to Nevada DECA.

## STATE OFFICER CANDIDATE APPLICATION DEADLINE

January 12, 2012 All forms must be received at Nevada DECA by 5:00 p.m.

## ELECTED OFFICES

President

Secretary

Vice President-Northern Nevada\*

Vice President-Southern Nevada\*\*

Vice President of Membership

Vice President of Publicity

\*Must be from a chapter in Northern Nevada

\*\*Must be from a chapter in Southern Nevada

## ELIGIBILITY

1. A candidate must be an active member in good standing of Nevada DECA and DECA Inc. by the published deadline date.
2. A candidate should have held or be holding a DECA chapter office, but it is not required.
3. 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.
4. A candidate must be a member of a state-approved DECA program and be an active member of the High School Division of DECA.
5. To be eligible to run for a state office, each candidate must complete and submit prior to the deadline the application (which consists of all of the forms in this packet), be in attendance at the State Career Development Conference, attend the candidate briefing session, take the officer candidate test, deliver a campaign speech, and follow all election guidelines. The chapter advisor is the only person authorized to initiate state officer candidate proceedings. There are four phases leading to the election of a Nevada DECA State Officer of the High School Division: (I) Nomination, (II) Examination and Interview, (III) Campaigning and (IV) Election.

## NOMINATION

1. It is the chapter advisor's responsibility to have the nomination forms completed by the candidate and returned to Nevada DECA by the deadline stated in this application. The forms in this packet constitute the nomination forms required. Each chapter may submit only one candidate for each available office but may submit candidates for more than one available office.
2. The forms which must be completed and submitted on or before the deadline are:
  - a. State Officer Candidate Notification
  - b. State Officer Candidate Information Sheet
  - c. State Officer Candidate Q & A
  - d. State Officer Candidate Agreement
  - e. Student Conduct Form
  - f. Student Travel Form
  - g. School Administration Statement of Support
  - h. State Officer Emergency Medical Treatment and Authorization Form

## EXAMINATION AND INTERVIEW

1. A test for each nominated candidate will be administered at the State Career Development Conference.
2. The score received on the Officer Candidate Exam will serve to show the candidate's knowledge of the organization and the office sought. Exam scores will be published

and made available to all students/advisors attending the State Career Development Conference in the conference headquarters and may also be publicized by additional means. By choosing to run for office and signing the candidate agreement the student and parent/guardian consent to the publication of this score.

3. Test questions will be based on the Nevada DECA Knowledge Test Study Guide accessible on the Nevada DECA website.
4. Candidates should also be interviewed at the chapter level prior to submitting their candidate applications. The form and substance of the interviews is at the discretion of the local advisor. Advisors are encouraged to discuss with the candidate their qualifications for office, campaign goals, commitment to DECA, possibility of scheduling conflicts and the importance of placing DECA first, time management, etc.

## **CAMPAIGNING**

1. "Guide to the Candidates" booklets will be available to Voting Delegates at the State Career Development Conference. A candidate's qualifications should include: experience, scholastic aptitude, responses to published questions, speaking ability, ability to "think on feet," professional appearance, personality, and commitment.
2. Each candidate must attend the State Officer Candidate Briefing Session at the State Career Development Conference. Important information relative to candidacy will be reviewed. If a candidate is not in attendance, they may be disqualified.
3. Each candidate must give a prepared campaign speech at the State Career Development Conference.
4. All candidates are allotted (2) minutes for their campaign speech which will be presented at the State Career Development Conference. All speeches and/or demonstrations in support of the candidate must be included in the time allotment. No PowerPoint or similar presentations are allowed during the allotted speech time - speeches must be delivered without additional audio-visual assistance.
5. Campaign materials must be in good taste. Facility policies do not allow the posting of campaign materials on facility walls.
6. Candidates are not allowed to begin campaigning prior to the State Career Development Conference. This includes campaigning via email, Facebook, Twitter, websites, YouTube, etc.
7. Onsite campaigning by candidates or their representatives may begin at the posted start time of the State Career Development Conference and may continue until the ballots have been turned in during the Election Session. Throughout their campaign, candidates are encouraged to use handout materials. Campaign signs, posters, banners and any other display materials must be confined to the space provided in the campaign booth.

8. The size and location of campaign booths will be communicated to candidates after the application deadline. At minimum each candidate will receive ½ of a six foot banquet table to display their materials. If there are fewer candidates they may receive a full table. The size is dependent upon the number of candidates who submit applications.
9. No food or beverages may be handed out, sold, or otherwise distributed as part of campaigning. 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 that requires electricity it must be able to run on battery power.
10. 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.

## ELECTION

1. The State Officer election will take place during the election session.
2. After all candidates are called, Voting Delegates will have four (4) minutes to caucus with their chapter members, members or delegates of other chapters, or contact candidates. Delegates will have one (1) minute to return to their seats when directed by the presiding officer.
3. 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.
4. A secret ballot vote will be taken. Abstentions will not be counted in the total votes cast.
5. In case of a run-off election or a nomination from the floor, delegates will have two (2) minutes to caucus with their chapter members, members or delegates of other chapters, or contact candidates. Delegates will have one (1) minute to return to their seats when directed by the presiding officer.
6. 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.
7. If no candidate is elected for a specific office, that office may be appointed by the newly elected State Officer Team at its first opportunity and under the advisement of the State Staff and State Officer Coach, but it is not required.

8. Newly elected state officers will be announced and installed at the conclusion of the Awards Session at the State Career Development Conference.

## STATE OFFICER JOB DESCRIPTIONS

### All Officers

1. Attend all State Officer meetings from start to finish.
2. Submit signed and properly completed travel authorization forms at least 48 hours before all State Officer meetings and conferences, as well as confirm their receipt with the State Officer Coach.
3. Plan the Program of Work as a team for the members of Nevada DECA, and work to achieve the goals and objectives set in the Program of Work.
4. Attend all state officer meetings; Orientation/Transition Meeting, Joint Nevada CTSO Officer Training, Western Region Officer Training Camp, Fall Leadership Conference, State Conference Planning Meeting and the State Career Development Conference. Officers are also strongly encouraged to attend the Western Region Leadership Conference and International Career Development Conference as well as all other conferences which may be scheduled throughout the year unless a compelling reason for missing the conference/meeting is approved by the State Staff and State Officer Coach.
5. Contribute to the publication of the Nevada DECA newsletter and online blog as well as the production of social media content.
6. Communicate with the President, Team Coach, Executive Director, and other appropriate parties on a regular basis.
7. Check and process all State Officer email daily.
8. Submit a monthly report accounting for about DECA activities and participation.
9. Assist with the DECA Annual Report.
10. Keep a notebook of all activities during term in office, including event reflections.
11. Work to spread visibility and reach of Nevada DECA among the business community and state and federal government.
12. Work to recruit new chapters and new members
13. Support chapter advisors in their efforts to implement the DECA program
14. Be an active and involved participant in their local chapter.

15. Make visits to local chapters to discuss DECA and encourage further participation in state and national DECA programs.
16. Be accountable for the completion and follow through of Accountability Chart Assignments throughout term of office.

### **President**

1. Provide the communication link between the officer team and other state DECA leadership and Nevada DECA Chapters.
2. As directed by the Officer Coach; work with state officer team to be sure that team assignments are completed on time.
3. Send reminders and check in with fellow officers on a regular basis regarding assignments/responsibilities.
4. Lead the State Officer Team in setting and meeting all goals set in the Program of Work.
5. Work with the team to prepare a year-end report of all your activities during your term in office.
6. Represent the team and Nevada at meetings and conferences (i.e. FLX, CTSO Summit, etc.).
7. The president is responsible for combining the individual officer 5<sup>th</sup> of the month reports into a team 10<sup>th</sup> of the month report to be submitted to the Board of Trustees and management team.
8. The president is responsible for preparing reports and presentations for the DECA meetings as assigned by the State Officer Team Coach.
9. Works to ensure that the officer team works closely together and promotes camaraderie and team unity.

### **Secretary**

1. Keep a permanent record of all State Officer Meetings (including conference calls).
2. Work with the State Officer Team Coach to maintain the State Officer Team Accountability Chart.

3. Assist with the communication between Nevada DECA and its sponsors and volunteers.
4. Participate with the State Officer Team in other projects as planned.
5. Monitor the Nevada DECA Website and submit content, pictures, and newsworthy items for posting on the site.

#### **Vice President - Northern Nevada**

1. Regular communication and correspondence with all northern chapters (both members and advisors).
2. Chapter visits to Northern Nevada chapters.
3. Motivate northern chapters to participate in community service events, entrepreneurship week, DECA Week, Fall Extravaganzas, etc.
4. Planning and conducting social activities for northern chapters to promote unity and greater participation in DECA.
5. Communicate with the state association on district and local chapter activities.
6. Act as a liaison between the state association and northern chapters.
7. Aid local chapters in developing their Program of Work.
8. Actively recruit marketing students, DECA members, and new chapters.
9. Solicit state officer candidates from northern chapters.
10. Promote DECA to business and industry in Northern Nevada.

#### **Vice President - Southern Nevada**

1. Regular communication and correspondence with all southern chapters (both members and advisors).
2. Chapter visits to Southern Chapters (and help coordinate visits for rest of team).
3. Motivate southern chapters to participate in community service events, entrepreneurship week, DECA Week, Fall Extravaganzas, etc.

4. Planning and conducting social activities for southern chapters to promote unity and greater participation in DECA.
5. Communicate with the state association on district and local chapter activities.
6. Act as a liaison between the state association and southern chapters.
7. Aid local chapters in developing their Program of Work.
8. Actively recruit marketing students, DECA members, and new chapters.
9. Solicit state officer candidates from southern chapters.
10. Promote DECA to business and industry in Southern Nevada.
11. Coordinate officer participation in CCSD DECA Activities.

#### **Vice President of Membership**

1. Compile the monthly state officer team update that is sent to chapters (both members and advisors).
2. Lead planning and promotion of statewide involvement in DECA Week.
3. Lead planning and promotion of statewide community service activities.
4. Promote participation in scholarship programs, membership awards, Chapter Awards Program, Chapter Scrapbook, Chapter of the Year, Advisor of the Year, Student of the Year, etc.
5. Keep record of chapter membership numbers and encourage membership growth throughout the state.

#### **Vice President of Publicity**

1. The Vice President of Publicity's main duty is the creation and publication of DECA Ink, the state newsletter, as well as any online content distributed on the Nevada DECA Web sites. These duties include but are not limited to:
  - a. Coordinate: compilation, formatting, editing, and distribution of all written and online publicity-related content
  - b. Outreach to key local and national partners
  - c. Article Assignments (to officers and chapters)
  - d. Working with local chapters to submit articles and pictures for each issue of the newsletter

2. Inform the public about DECA through press releases and interaction with local and state media outlets.
3. Photograph all state events and local and district events attended as well as state officer meetings to document Nevada DECA Activities. Pictures to be used in Nevada Publications and on the State Website.
4. Write articles promoting Nevada DECA for state and national publications as directed by the state management team.
5. Lead the state officer team in utilizing the Nevada DECA Facebook page and Twitter Account to promote and publicize DECA programs, events, conferences, and activities.

# 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 that all requested information is provided and that each form is complete and contains all requested signatures.

Forms Deadline: January 12, 2012 AT 5:00PM

Mail Forms To: Nevada DECA  
PO Box 912  
Jacksonville, OR 97530

## Required Forms:

1. State Officer Candidate Notification
2. State Officer Candidate Information Sheet
3. State Officer Candidate Q & A
4. State Officer Candidate Agreement
5. Student Conduct Form
6. Student Travel Form
7. School Administration Statement of Support
8. State Officer Emergency Medical Treatment and Authorization Form
9. Uniform Information Form

# STATE OFFICER NOTIFICATION SHEET

Chapter: \_\_\_\_\_

Please list the names of each candidate from your chapter after the office that they seek.<sup>1</sup> Only ONE copy of this form should be submitted for each chapter and should include the names of all students from that chapter running for office.

**Candidates:**

President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Vice President-Northern Nevada: \_\_\_\_\_

Vice President-Southern Nevada: \_\_\_\_\_

Vice President of Membership: \_\_\_\_\_

Vice President of Publicity: \_\_\_\_\_

\_\_\_\_\_  
Chapter Advisor Signature

\_\_\_\_\_  
Date

<sup>1</sup> A chapter may have only one candidate for each available office.

# STATE OFFICER CANDIDATE INFO SHEET

PLEASE PRINT IN ALL CAPS TO ENSURE ALL DATA CAN BE EASILY READ

Student's LEGAL Name (First, Middle and Last Name - NO NICKNAMES):	Year in School (e.g. Sophomore):
Student's Preferred Name (First and Last Name If Different Than Above):	Number of Years in DECA:
Parent/Guardian's (First and Last Name):	Parent/Guardian's Cell #:
Parent/Guardian's (First and Last Name):	Parent/Guardian's Cell #:
Home Address:	
Parent/Guardian's Email Address:	Home Phone #:
Student's Email Address:	Student Cell #:
Advisor Name:	School Name:
School Address:	
School Phone:	School Fax:

Which Office do you Seek: \_\_\_\_\_

**Please Note:** If not elected to the office listed above, would you like your application materials submitted to the newly elected officer team for consideration in filling any vacant positions?

If so, sign here: \_\_\_\_\_



# STATE OFFICER CANDIDATE AGREEMENT

## **Purpose:**

Becoming a Nevada 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 they fail to comply with State Officer responsibilities/assignments or participate in activities/conduct which would reflect negatively on Nevada DECA or the State Officer Team.

## **If elected, the candidate agrees to:**

1. Perform to the best of his/her ability the duties of the elected office.
2. Maintain a GPA of 2.5 or better based on a 4.0 scale during their term of office.
3. Participate in **ALL** activities scheduled by the Executive Director, or the State Officer Team of the Nevada Association of DECA including, but not limited to: Transition and POW Meeting, Nevada CTSO Summit, Western Region Officer Training Camp, Fall Conference, January State Planning Meeting, and State Conference. Additional required scheduled activities will be determined by the newly elected officer team at their transition meeting.

State officers are strongly encouraged to attend the following conferences:

**Western Region Leadership Conference (WRLC)**  
**International Career Development Conference (ICDC)**

Nevada DECA will pay all expenses for required activities. Non-required activities (e.g. WRLC and ICDC) may be partially reimbursed upon approval of the State Staff. Please note that while Nevada DECA pays most travel expenses, some extra expenses will be the responsibility of each state officer. If an officer attends either of these conferences, he/she will be expected to fully participate in all conference activities as instructed by State Staff.

## **The Parent(s)/Guardian(s) 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 his/her official business cards, if applicable, unless alternative arrangements are requested in writing to State Staff.

## **The Parent(s)/ Guardian(s) and Employer(s) Agree To:**

1. Permit the candidate to participate in all scheduled Nevada DECA activities, State Officer meetings, chapter visits, and other official officer duties.

2. If the student is elected, permit, and in the case of parent(s)/guardian(s), authorize the student to visit Nevada schools and participate in Nevada 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 Nevada DECA activities when is possible and desired.

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

1. Recommend for state office only those candidates who are qualified. (See information provided.)
2. Host meetings of the state officers upon request of the Executive Director.
3. Ensure the candidate's attendance at all Nevada DECA activities.
4. Permit the candidate to visit Nevada schools and participate in DECA chapter activities for the purpose of conducting official DECA state officer business.
5. 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.
6. Read the Candidate Agreement and Participant Code of Conduct and discuss its implications with the student.

\_\_\_\_\_  
Candidate Signature<sup>2</sup>

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
High School Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Coach(es) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer(s) Signature

\_\_\_\_\_  
Date

<sup>2</sup> If you change schools, jobs and/or sports at anytime during your state officer year and signatures above are not complete and current; this document must be signed again and resent to Nevada DECA.

# STATE OFFICER CONDUCT AGREEMENT

This applies for the full term of office if the student is elected.

DECA and related programs offer training to students with career objectives in the fields of marketing, finance, hospitality and management. Because individual conduct and appearance is an aspect of this training, it becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of this conduct code will not be tolerated and may result in disqualification from competition, being sent home at the individual parent and/or guardian expense, removal from DECA office, forfeiture of awards, suspension from future DECA activities, and/or other appropriate measures.

1. Participants must abide by all rules and regulations of DECA, appropriate school district policies, and applicable laws and ordinances 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.
2. There shall be no defacing or stealing of property. Any damages to any property or furnishing must be paid or replaced by the individual or chapter involved. Violators may be referred to the police and sent home.
3. No narcotics in any form shall be possessed or used by participants at any time, under any circumstances. Violators will be referred to the school administrator, police authorities and sent home.
4. No alcoholic beverages shall be possessed or used by participants at any time, under any circumstances. Violators will be referred to the school administrator, police authorities and sent home.
5. Possession of weapons and/or any action causing bodily harm or fear of life will not be tolerated. Violators will be referred to the school administrator, police authorities and sent home.
6. Student use of tobacco products will not be permitted 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.
7. Participants will fully participate in all conference general sessions (such as opening and awards) and assigned activities as instructed by State Staff. (Including workshops, competitive events, meetings, etc.)
8. Participants should keep their adult advisors informed of their activities and whereabouts at all times. Identification badges are to be worn at all appropriate times.
9. Students of the opposite sex shall not be permitted to be in the same room unless the door is fully open so that someone in the hall may have a clear view into the room or the advisor is present.
10. Sexual conduct, material, and/or behavior are prohibited
11. The Dress Code will be followed at all times.
12. Participants in the presence, and/or having direct knowledge (not hearsay or rumor) of conduct violations must immediately separate themselves from the situation and report the violation to their advisor. Failure to do so will be viewed as the equivalent to participating in the transgression.
13. Minimum penalties for violations of this conduct code may be imposed at the discretion of the advisor, state management team, and/or the Board of Advisors. Additional penalties may also be imposed at the discretion of the chapter advisor and/or school officials according to individual school district policies and guidelines.
14. Participants with any concern about event procedures and/or judging of events **MUST** refer to the Advisor Code of Conduct, Item 11, to follow the correct procedure. Judges will not be personally confronted at any time.

---

Student's Signature

---

Date

---

Parent's Signature

---

Date

# ADMINISTRATION STATEMENT OF SUPPORT

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

Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_

School Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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 below. 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.

The above named student will be allowed to ride with representatives of the state association or its agents/contractors to get to or during the above function as part of her/his official responsibilities.

The above named student will be allowed to ride with other state officers DURING the State Officer Meeting as needed to facilitate transportation. "During" is defined as the time between the scheduled start and finish of the meeting as outlined in this document. (If you do not want your child riding with other officers black out the "X" next to this item and initial to the left of it)

By signing below the parties agree to abide by all policies and information included this form:

As a school district official, my signature below verifies that the above modes of transportation are not in violation of the \_\_\_\_\_ School District student transportation policy.

\_\_\_\_\_  
School Administrator Signature Date

I agree to adhere to the above named school transportation policy and modes of transportation.

\_\_\_\_\_  
Student 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/Guardian Signature Date

# ADMINISTRATION STATEMENT OF SUPPORT

## School Administration Statement of Support Nevada DECA State Officer Candidate Application

*Candidates need to secure the official endorsement of their DECA chapter advisor and school administrator as an officially supported state officer candidate.*

I understand that **DECA** is a national and state organization officially endorsed by the U.S. Department of Education and sponsored by the Nevada Department of Education as a co-curricular and integral instructional tool of the classroom.

I understand that \_\_\_\_\_ (candidate name) has been officially endorsed by our school's DECA chapter, our DECA chapter advisor, and his/her parents/guardians to seek Nevada DECA State Office.

I understand that if the above named student is successfully selected to serve as a State Officer that he/she will be required to attend meetings, leadership conferences, and education activities that on occasion may occur during the regular instructional period.

Our school agrees to maintain an active local DECA chapter and chapter advisor during the above named student's term of service as a Nevada DECA State Officer.

Our school agrees to support the above named student's duties and responsibilities as a Nevada DECA State Officer including approval of absences or providing chaperones for Department of Education or Nevada DECA official functions. We also understand that it is the local chapter's responsibility to comply with any school district policies and practices regarding a state officer's participation in Nevada DECA official functions.

I understand that serving as a Nevada DECA State Officer is a position of high honor and important responsibility to our school, community, and the citizens of Nevada. Our school pledges to work in partnership with the Nevada Department of Education and Nevada DECA to ensure the success of the above named student's leadership, academic, and career pursuits while serving as a State Officer.

AUTHORIZED BY:

\_\_\_\_\_  
Print Name of Administrator

\_\_\_\_\_  
Print Name of Advisor

\_\_\_\_\_  
Print Title of Administrator

\_\_\_\_\_  
Print Title of Advisor

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Signature of DECA Advisor

# MEDICAL AUTHORIZATION FORM

## State Officer Emergency Medical Treatment AND Authorization Form

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Parent/Guardian Daytime Phone Number: \_\_\_\_\_ Evening Number: \_\_\_\_\_  
Name of High School: \_\_\_\_\_ School Phone: \_\_\_\_\_  
Name of Activity: **All DECA Sponsored Activities - February 2012-February 2013**

This is to certify that *the above named student* has my permission to attend all DECA sponsored activities during the above dates. I also do hereby, on the behalf of *the above named student* absolve and release the school officials, the DECA chapter advisors and the DECA staff from any claims for personal injuries/damages/illness which might be sustained while he/she is in route to and from or during the DECA sponsored activity.

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

My student and I have read and agree to abide by the Nevada DECA Participant Code of Conduct. I also agree that the school officials, the DECA chapter advisors, and the state DECA staff or the Conference Conduct Committee, have the right to send my student home from the activity at my expense, provided that in their opinion the seriousness of the violation of the Participant Code of Conduct warrants it.

### Medical Information

Known allergies (drug or natural) \_\_\_\_\_

Is student on special medication? (if so, please list) \_\_\_\_\_

Does student have a history of:  heart condition,  asthma, and/or  epilepsy? \_\_\_\_\_

Does your student have any physical restrictions or other conditions that should be known?

(if so, please list) \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chapter Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# UNIFORM INFORMATION FORM

The state officer coaches will make arrangements for purchasing components of the state officer uniform for all state officers. Please complete the following size chart so that we may order your uniform. To ensure the best fitting, most comfortable, and best looking attire, **please have your measurements done by a professional** to prevent delays in ordering and securing uniforms in a timely fashion.

STATE OFFICER NAME \_\_\_\_\_

LADIES	GENTLEMEN
<p><b><u>BLAZER SIZE</u></b>  <i>Circle one size from either the short, regular, or long style of blazer</i></p> <p>Short: 36 38 40 42 44</p> <p>Regular: 34 36 38 40 42 44 46 48 50 52 54</p> <p>Long: 38 40 42 44 46 48 50 52</p>	<p><b><u>BLAZER SIZE</u></b>  <i>Circle one size from either the short, regular, or long style of blazer</i></p> <p>Short: 36 38 40 42 44</p> <p>Regular: 34 36 38 40 42 44 46 48 50 52 54</p> <p>Long: 38 40 42 44 46 48 50 52</p>
<p><b><u>SKIRT/PANT SIZE</u></b>  <i>Circle your preferred skirt/pant style that most commonly fits your physique</i></p> <p>Petite    Regular    Long</p> <p>Indicate your size (#) _____</p>	<p><b><u>PANT SIZE</u></b>  <i>Indicate waist and length below</i></p> <p>Waist (#) _____</p> <p>Length (#) _____</p>
<p><b><u>POLO SHIRT</u></b></p> <p>Small    Medium    Large    XL    XXL</p>	<p><b><u>POLO SHIRT</u></b></p> <p>Small    Medium    Large    XL    XXL    XXXL</p>
<p><b><u>BLOUSE</u></b></p> <p>Indicate your size (S, L, etc.) _____</p>	<p><b><u>SHIRT</u></b></p> <p>Neck Size(#) _____    Arm(#) _____</p>
<p><b><u>SHOE</u></b></p> <p>Indicate your size (#) _____</p>	<p><b><u>SHOE</u></b></p> <p>Indicate your size (#) _____</p>