

COLORADO DECA

**Local Chapter
Advisor's Handbook
2007-2008**

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PREFACE

Marketing Education prepares students for careers in the marketing of goods or services; the buying, transporting, and storing of goods; the promotion of goods and services; marketing research; and marketing management. Through classroom instruction and supervised on-the-job training. Marketing education enables students to develop competencies that ready them for the entry into full-time employment or into advanced educational or training programs.

Classrooms instruction is no longer enough for the development of strong aggressive leadership. The student organization, DECA, is designed to compliment, supplement, and strengthen the marketing curriculum and instructional program. Through DECA, members learn how to lead and participate in group discussion, preside at meetings and conferences, work effectively within committees, and engage in practical problem solving and decision making. Trough participation in local, district, state, and national activities related to class work, participation in community projects, district and state meetings and competitive events.



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SECTION A
GENERAL INFORMATION

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GENERAL INFORMATION

DECA is a national organization for secondary students enrolled in Marketing Education. DECA is a co-curricular, student-centered organization designed as an integral part of the classroom instructional program of marketing education to provide activities that will motivate students to learn marketing competencies that will prepare students to become skilled, employable workers in the field of marketing. All chapters and the national organization are guided in their plans and activities by advisory committees--marketing education instructors, alumni members, school administrators, and/or business and professional men and women.

The purpose of DECA is to provide, as an integral part of the instructional program, learning opportunities for secondary students in marketing education fields to develop career and technical competencies, and to promote an understanding of and an appreciation for the responsibilities of citizenship in our free enterprise system.

Any student enrolled in a marketing education instructional program anywhere in the United States, the four U.S. territories, Canada, or internationally, can be a member of DECA. The organization is nonprofit, nonpolitical, and totally student-oriented. All chapters are self-supporting with members paying local, state/provincial and national dues. The association is under the leadership of the state advisor. Each state/province elects student officers for its division. The national organization is composed of the total of all state or provincial and international associations. Student delegates selected by each state, province, or international association, in turn, elect their international student officers. DECA, Inc., the legal sponsoring unit of DECA, elects a board of directors, which is the policy making group of the organization. DECA is the only international student organization operating in the nation's high schools that attracts individuals to the fields of marketing, management and entrepreneurship.

The DECA chapter is to the marketing education program what a civic or professional organization is to a group of business people. Chapter activities are recognized as a part of the total educational program because they develop leadership skills, professional attitudes, business competency, citizenship characteristics, and social growth of the individual. These same activities serve the instructor as a teaching tool by creating student interest in all phases of marketing, management, and entrepreneurship.

Delta Epsilon Chi (DEC) established as the Junior College Division in 1961, was open for membership to those marketing education students enrolled in less than baccalaureate degree programs. In 1982, the name of the division was changed to DEC, and membership was extended to marketing, management, and merchandising students in four-year colleges and universities.

The purpose of Delta Epsilon Chi is to provide opportunities for postsecondary and college students to develop career and technical competencies in marketing, management, or merchandising careers. DEC is an integral part of the instructional program and promotes an understanding of and an appreciation for the responsibilities of citizenship in our free enterprise system.

The Collegiate Division of DECA is a non-profit organization formed in 1970. Collegiate activities are directed toward developing its members for careers as Marketing Education teachers/coordinators and DECA Chapter advisors. Members of Collegiate DECA maintain an

affiliation with DECA on a local, state, and/or international level and work with the business community to establish and promote Marketing Education.

The purpose of the DECA Collegiate Division is to compliment and enrich the education of prospective Marketing educators, to promote and develop interest in Marketing Education, DECA, and related educational fields, and to further develop a respect for Marketing Education as it contributes to occupational competencies.

The Alumni Division of DECA serves as a support group. Membership is available to any former member who is completing their last semester prior to graduation. The DECA Alumni Association supports the DECA organization and activities and provides an avenue for those individuals who want to help today's Marketing Education students as they were helped by DECA.

Major purposes of the Alumni Division include providing a means by which Marketing Education students can maintain association with DECA and encouraging support for DECA activities on a local, state, and/or international level.

The Professional Division of DECA was established primarily to provide Marketing educators a means for identification with DECA beyond that of being the chapter advisor. Membership is comprised of DECA chapter advisors, local/state supervisory directors, teacher/educators, and other professional Marketing Education personnel such as training supervisors, school administrators, parents, and advisory committee members.

The purpose of the Professional Division is to encourage support for and to assist DECA in all facets of the program.

MISSION

DECA is an integral component of Marketing Education, providing educational and leadership development activities to be integrated into classroom instruction. It is DECA's mission to enhance the education of students with interests in marketing, management, and merchandising.

GOALS

To prepare marketing education students to take their proper places in the business world.

To develop leadership characteristics.

To develop self-confidence and self-acceptance.

To develop a greater understanding of our competitive free enterprise system.

To further develop occupational competencies needed for careers in marketing, merchandising, and management.

To develop high ethical standards in personal and business relationships.

To develop effective international relationships.

To develop a greater awareness of career opportunities in marketing.

To develop greater proficiency in communication.

To develop greater appreciation of the responsibilities of citizenship.

To develop a healthy competitive spirit.

To develop social and business etiquette.

THE DECA CREED

I believe in the future which I am planning for myself in the field of marketing and management, and in the opportunities which my vocation offers.

I believe in fulfilling the highest measure of service to my vocation, my fellow beings, my country, and my God--that by so doing, I will be rewarded with personal satisfaction and material wealth.

I believe in the democratic philosophies of private enterprise and competition and in the freedoms of this nation-- that these philosophies allow for the fullest development of my individual abilities.

I believe that by doing my best to live according to these high principles, I will be of greater service both to myself and to mankind.

DECA EMBLEM

The official DECA emblem is a diamond-shaped design. The diamond appears to be moving forward. This represents the idea that DECA is striving to keep pace as we go into the twenty-first century. The identifier is "AN ASSOCIATION OF MARKETING STUDENTS." Each point of the diamond signifies a working part of the organization:

- **VOCATIONAL UNDERSTANDING** - The marketing education student has acquired a firsthand knowledge of merchandising, salesmanship, and the opportunities available to his or her chosen career, which makes him or her well prepared to take a place in the business world.
- **CIVIC CONSCIOUSNESS** - Through both class and chapter work, the marketing education student learns to recognize his or her obligations to the community.
- **SOCIAL INTELLIGENCE** - Through social events held during the year, the DECA member is given an opportunity to develop poise, and to gain a knowledge of the social graces necessary in our society.
- **LEADERSHIP DEVELOPMENT** - Through DECA activities, the marketing education student is given an opportunity to participate in many activities designed to teach him/her when to be not only a leader, but also a follower.

Diamond in design and gold in appearance, the DECA emblem symbolizes those intrinsic values one must possess to become a leader in marketing, merchandising, and management.

DECA COLORS

The colors of DECA are blue and gold. BLUE is the color which suggests sincerity and genuineness. It is the color of the heavens above us. It encourages us to reach ever upward, continually trying to improve ourselves and our services. GOLD suggests the crowning success which comes to one who lives usefully and wisely. We are all seekers after success, not only because of the wealth it brings, but mainly because of the satisfaction which attends it. It is a good thing for a person to know that he or she has done well.

MOTTO

"Power Works With Ease, Weakness Frets Continuously."

NATIONAL HISTORY

DECA is truly a "grass roots" organization. During the period between 1937 and 1942, when cooperative programs in distributive education were becoming established, the class members in many schools organized clubs.

One of the basic reasons for the formation of such organizations lies in the fact that students were employed at training stations in the afternoons and missed many regular school activities. The common interest of these students and their need to "belong" were basic reasons for the early widespread formation of school organizations in many sections of the country. Various names for these school organizations were adopted: "Future Retailers," "Future Distributors," "Future Merchants," and "Distributive Education Clubs." Between 1941 and 1944, a few states held statewide meetings of Distributive Education Clubs, and by 1945 several states had organized state units and were holding state conferences. About the same time, the idea of a national organization began to take definite form and plans were developed for a national conference.

In 1946, the United States Office of Education invited a representative committee of state supervisors of distributive education to meet in Washington, D.C. with representatives of the U.S. Office of Education to develop further plans for the national organization and to prepare a proposed constitution and organization chart.

The national organization was initiated in Memphis, Tennessee, in April, 1947, at the first Interstate Conference of Distributive Education Clubs. At that meeting, delegates from 12 states unanimously adopted a resolution to form a national organization. The organization was officially endorsed by the National Association of State Directors of Vocational Education meeting at the same time in Chicago. Officers were elected and committees were appointed to prepare proposed Articles of Incorporation, a chartering procedure for the joining of state units, and a student governing constitution for consideration at the next year's convention.

The second national convention, held in St. Louis, Missouri in 1948, saw the adoption of the student constitution, approval of Articles of Incorporation, the official name, the "Distributive

Education Organizations of America," designated DECA, and the acceptance of 17 chartered member states. The chartered member states were: Arkansas, Georgia, Indiana, Kansas, Kentucky, Louisiana, Michigan, Missouri, North Carolina, Ohio, Oklahoma, South Carolina, Tennessee, Texas, Utah, Virginia, and Washington.

In 1953, a national headquarters for DECA was established at 1010 Vermont Avenue, N.W., Washington, D.C., with the help of the American Vocational Association.

The first issue of the DECA DISTRIBUTOR, the national publication of DECA, was presented during the second annual convention in St. Louis, with financial assistance of the first donor to DECA - The Sears-Roebuck Foundation. The same donor made possible the employment of DECA's first full-time staff person, and the first executive secretary of DECA was employed in July, 1953.

Initially, funds and moral support came primarily from The Sears-Roebuck Foundation. Other business organizations learned of DECA and they became interested. Several gave financial aid. In 1957, donors to DECA made it possible for DECA to add a Member Service Division to its national headquarters plus the employment of a member service director. In addition, a National Leadership Training Conference for the DECA National Officers was begun during 1958.

DECA continued to grow and progress. By 1960, the National DECA staff expanded to include not only an executive director (formerly the executive secretary) and member service director, but also a public relations director and publications director. The week-long training conference for national officers was expanded to three weeks.

State presidents were allowed to attend a week-long national training seminar put on by the national officers and DECA staff. A National DECA Week was established and expanded to DECA Month and National Headquarters was moved to Falls Church, Virginia.

Membership in DECA has continually increased. From 793 members representing 12 State Associations in 1947, DECA has grown to more than 165,000 members representing 54 State Associations, including all fifty states and Puerto Rico, District of Columbia, Guam and Germany. In 1980, DECA became international with the issuance of an association charter to Canada.

In 1975, a National DECA Center Funding Campaign successfully established a permanent home for DECA. The National DECA Headquarters was built at 1908 Association Drive, Reston, Virginia. The National DECA Headquarters houses the employed staff of DECA, Inc. The executive director, employed by the Board of Directors, is responsible for the administration of National Headquarters and for executing the policies established by the Board of Directors. Other staff members are employed by the executive director for the development, promotion and coordination of the many DECA activities between National Headquarters and the State Associations.

Opportunities to develop leadership, social, and civic awareness, and increased understanding in the world of work in management and marketing are provided through DECA, the student organization for marketing education students. As an integral part of the instructional program, students engage in activities that extend their interest, skills, and knowledge in selected aspects of marketing. Such organized activities, under appropriate supervision, are referred to as co-

curricular activities. Any student enrolled in a career and technical marketing education instructional program is eligible for membership on all levels of the DECA organization.

HISTORY OF COLORADO DECA

Colorado became a chartered member of DECA in 1949 and was the first state admitted after the original formation of DECA in 1947. Mr. John Waldeck was the first state supervisor. Colorado DECA on the local, district, and state level are sponsored by the State Board for Community Colleges and Occupational Education.

Distributive Education as a class was first offered in 1938 at the adult level and the first program at the high school level was offered in 1942 in Alamosa.

The first DECA chapters found in Colorado were at Greeley High School, Fort Collins High School, Manual High School, and Colorado State College of Education, which is now the University of Northern Colorado.

The first State Leadership Conference was held in 1949 at the Denver YMCA. The Conference lasted one-half hour and cost \$1.25 per participant.

The Marketing Education (ME) program has grown from one school and a few students to 83 plus schools. Colorado DECA has grown right along with Marketing Education and has over 6,169 plus student members.

ORGANIZATION OF COLORADO DECA

In Colorado, DECA is organized on the state level, the district level, and on the local chapter level. In addition, DECA is organized on the national level. Colorado DECA is a member of national DECA. On each level, DECA members are provided the opportunity to engage in various activities which will enhance their career and technical education.

STATE LEVEL

Colorado DECA is a chartered State Association of National DECA and operates under a state constitution and bylaws developed by its membership. Operating within these articles, Colorado DECA is governed by student members and adult advisors.

Colorado State DECA is served by 17 elected officers: president, vice president, secretary, treasurer, publicity director, and 12 regional vice presidents. The State officers are selected during the State DECA Career Development Conference. Each state officer serves a one-year term, with the term beginning at the end of the current State DECA Career Development Conference. These officers are responsible to the membership for leadership of the state organization.

The adult sponsorship includes a Career/Technical Student Organization Advisor, who serves as the State DECA Advisor; and is assisted by the State Officer Team Advisor, the Assistant State Officer Team Advisor, and the Colorado Secondary DECA Advisory Committee. The

State DECA Advisor is employed by the Colorado Community College System and is responsible for the overall operation of Colorado DECA.

The Colorado Secondary DECA Advisory Committee is comprised of one teacher-coordinator from each of the Colorado DECA districts, the president of the Colorado Marketing Education Association, the marketing education teacher educator from Colorado State University, the State DECA Career Development Conference competitive events committee chairman, past chairman, and chairman-elect, the immediate past chairman of the advisory committee, the state officer team advisors, and the state high school DECA president. The advisory committee assists the Colorado Association by providing valuable guidance concerning the overall activities of DECA.

Colorado DECA is a member of the Western Region DECA which is made up of 13 states: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

DISTRICT LEVEL

Colorado DECA is divided into twelve (12) DECA districts. The district level operates as the governing body for the chapters within the district.

The teacher-coordinators in each district elect one teacher-coordinator to serve as the District Advisor. The District Advisor provides guidance for the chapters within the district and in addition is a member of the State Advisory Committee. The State Advisory Committee advises and assists the state on various aspects of the DECA organization.

Each district may elect district officers (president, vice president, secretary, treasurer, and publicity director). The election of these officers may take place at the District Leadership Conference or at a special election prior to the District Leadership Conference.

LOCAL LEVEL

The local chapter is organized in each school which has a career and technical marketing education instructional program and is a chartered member of state and national DECA. New local chapters may be chartered by: (1) submitting a constitution to the State Association and (2) submitting state and national dues.

Each local chapter elects a president, vice president, secretary, treasurer, and publicity director to serve as the local officers. The local chapter may, if it so desires, have additional officers on the local level. Other offices sometimes found on the local level are assistant treasurer, parliamentarian, sergeant-at-arms, corresponding secretary, and historian. Although these additional officers are found only on the local level, they provide an opportunity for more students to assume a leadership role.

The local chapter can develop many additional activities which provide related occupational experiences and are a basis for the local chapter's program of work.

Organized competitive and leadership activities are highlights of the DECA organization. Leadership conferences held on the local, district, state, and national level provide leadership development and competitive events to test the marketing skills developed by the student.

The development of the local DECA chapter is largely dependent upon the teacher-coordinator's enthusiasm and willingness to sponsor the various activities. The local DECA chapter, when properly conducted, is an invaluable source of motivation for the career and technical marketing education student and a valuable instructional tool for the teacher.

PAST COLORADO DECA STATE PRESIDENTS

<u>Year</u>	<u>Name</u>	<u>Year</u>	<u>Name</u>
1949-50	Manuel Gonzales, Ft. Collins	1983-84	Matt Sawyer, Ft. Collins
1950-51	Rod Meyers, Pueblo	1984-85	George Black, Thomas Jefferson
1964-65	Phil Wilson, Adams City	1985-86	Susan Slattery, Glenwood Springs
1965-66	Paul Salas, Loveland	1986-87	Kevin Dinkel, Jefferson
1966-67	Roger Wuthier, Ft. Collins	1987-88	Tony Rodasta II, Green Mountain
1967-68	Charles Conway, Centennial	1988-89	Mark Palmer, Thomas Jefferson
1968-69	Scott Distel, Grand Junction	1989-90	Donnie Luehring, Pickens Tech Center
1969-70	Greg Williams, Loveland	1990-91	Denise Sanders, Lamar
1970-71	Pete St. Germain, Brighton	1991-92	Karna Stogsdill, Brighton
1971-72	Heinz D. Weichselbaumer, Arvada West	1992-93	Chris Jackson, Thornton
1972-73	Lee Scull, Aurora Central	1993-94	Lee J. Griffin, Widefield
1973-74	Gregg Pooley, George Washington	1994-95	Jeff Champlin, Thornton
1974-75	David Hamon, St. Vrain	1995-96	Misty Beeson, Pueblo County
1975-76	Robert Dominguez, Greeley	1996-97	Julie Petrocco, Brighton
1976-77	Allen Martensen, Greeley Central	1997-98	Eric McFarland, Rampart
1977-78	Doris Trujillo, Brighton	1998-99	Andrey Davis, Smoky Hill
1978-79	Ken Kreutzer, Brighton	1999-00	Johana Mendoza, Brighton
1979-80	Jerry Reiff, Thomas Jefferson	2000-01	Christin Kalaskie, Rampart
1980-81	Matt Moses, Brighton	2001-02	Emily Laake, Northglenn
1981-82	Ed Brown, Brighton	2002-03	Jessica Stump, Rampart
1982-83	Hardy Norman, Ft. Collins		

2003-04	Becky Kelso, Poudre, Fort Collins
2004-05	Breanna Schultz, Rampart
2005-06	Michaela Gallina, Pueblo West
2006-07	Sarah Wanek, Highlands Ranch

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2007-2008

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SECTION B
BYLAWS AND CONSTITUTION

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WESTERN REGION DECA BYLAWS AND CONSTITUTION

WESTERN REGION DECA CONSTITUTION BYLAWS AND POLICIES

PURPOSE

The purpose of the Western Region DECA shall be to provide an administrative structure responsible for the guidance and direction for Western Region DECA activities.

ORGANIZATIONAL STRUCTURE

The Western Region DECA members will consist of all Western Region states and territories as identified by National DECA.

The Western Region DECA will be directed by the Western Region Board of Directors.

The Western Region DECA Board of Directors will consist of the DECA, Inc. representative(s) from each member association or their designee, and/or the members of the Western Region DECA Executive Committee.

The operational affairs of the Western Region Board of Directors will be managed by the Executive Committee.

The Western Region DECA Executive Committee will consist of six (6) members: a DECA, Inc. representative from the Western Region, a High School Division Chapter or State Advisor, a Delta Epsilon Chi Division Chapter or State Advisor, the High School and Delta Epsilon Chi Division Western Region Vice Presidents and the senior Western Region's representative on the DECA, Inc. Board of Directors (could be high school or DEC). The WRVPs shall change yearly. The DECA, Inc. representative, High School Division and Delta Epsilon Chi Division advisors shall serve three-year alternating terms.

The members of the Western Region DECA Board of Directors will elect one person each year to fill the vacancy on the Executive Committee by the process of alternation. The first year the person will serve as Chairman-elect, the second year as Chairman, and the third year as Past-Chairman. Term of office concludes at the end of the WRLC.

The Western Region DECA Board of Directors will be responsible for long-range planning of any future regional activities and/or organizational change.

DUTIES AND RESPONSIBILITIES OF THE OFFICERS

Duties and Responsibilities of the Chairman-Elect:

At the conclusion of the Western Region Leadership Conference (WRLC), he/she officially becomes the Chairman-Elect of the Executive Committee for the Western Region DECA. He/she shall serve three years on the committee which is made up of: the Chairman-Elect; the Chairman; the Past-Chairman; the Delta Epsilon Chi National Vice President; the High School National Vice President; and the senior Western Region Representative on the DECA, Inc. Board of Directors.

The Chairman will give direction the first year he/she is a member of the Executive Committee and secure the Chairman-Elect 's involvement in all meetings. The first year on the Executive

Committee will in-service the Chairman-Elect on how the Western Region is operated. All the meetings are organized and chaired by the current year Chairman and Chairman-Elect will observe. The biggest responsibility during the year as Chairman-Elect will be taking the minutes for every meeting. The minutes will be given to the Chairman and he/she will duplicate and send them out.

Duties and Responsibilities of the Chairman:

After the WRLC, the Chairman-Elect becomes the Chairman of the Executive Committee. The National Vice Presidents will report to the Chairman on their travel activities throughout the region during the year. They must have their travel and arrangements for reimbursements approved by the Chairman. It will be up to the Chairman to send letters out to each state advisor in the Western Region, both high school and Delta Epsilon Chi, notifying them that the National Vice Presidents are willing and able to visit their states. The Vice Presidents must have an invitation before visiting a Western Region state.

The Chairman will be responsible for preparing the agenda for all Executive Committee and Board of Director's meetings. The Chairman will become familiar with what needs to be discussed at the meetings and chair all meetings.

- All minutes of the meetings need to be typed, duplicated and mailed out to all Executive Committee members, Board of Directors, and any necessary National DECA personnel. Expenses for duplicating and postage will be provided for in the Western Region budget.
- The solicitation for candidates for the position of Chairman-Elect must be done 30 days prior to the WRLC. Candidates must have their letters of intent and resumes turned in to the Chairman 30 days prior to the WRLC. The letters and resumes must be duplicated and mailed out to the Executive Committee and Board of Directors so they can review the material 20 days before the WRLC. The Chairman will introduce the candidates at the Board of Directors meeting at the WRLC and conduct the voting for the new Chairman-Elect. If no nominations are received for the position of Chairman-Elect, the Executive Committee will appoint a person to the position.
- If there is a constitutional change that needs to be made or any proposal that needs immediate action, the proposal must be stated in ballot form and mailed to the Western Region DECA, Inc. representative by the Chairman. The Chairman will also tabulate votes and then send out the results (this will occur only in the event that the change cannot be made during the annual conference).
- Prior to the WRLC, the Chairman will supervise the development of a Profit and Loss statement and a proposed budget for the following fiscal year for the Western Region. The fiscal year begins and ends with each WRLC. The Chairman will duplicate the material and present it at the Board of Directors meeting at the WRLC.
- The Chairman will act as the official spokesperson for all Western Region DECA business. The Chairman will voice the Western Region interests to the Board of Directors of DECA, Inc. and National DECA.
- Determine, with the help of the other members of the Executive Committee, when and where meetings will be held. If all meetings during the term as Chairman will be held at the site of the following years' WRLC, then arrange meetings with the Chairman of the host planning committee. He/she should make arrangements with the hotel for your meeting place and sleeping accommodations for those attending the meeting.

Duties and Responsibilities of the Past-Chairman:

The Past-Chairman will attend all Executive Committee meetings and Board of Director's meetings. Input during these meetings from him/her will be counted upon since he/she will be the one member who has served on the Executive Committee the longest. The Past-Chairman's responsibilities are:

- Provide support to the Chairman. Inform him/her of the procedures followed during the Chairman's term.
- Pass on all files to the new Chairman so that he/she can look back at how budgets, receipts, minutes, etc., were handled during the previous year.
- Volunteer to develop materials for the Western Region, which will help future members of the Executive Committee.

There are other responsibilities that may come up during the term as Past-Chairman. Essentially the Past-Chairman will be a "mentor" for the Chairman to make his/her job easier.

Duties and Responsibilities of the Budget and Finance Manager:

- To manage the financial affairs of the Western Region Board of Directors and budget income and expenditures in conjunction with the Chairman.
- A representative from the Western Region Executive Committee will be selected to be the budget and finance manager.

WESTERN REGION DECA EXECUTIVE COMMITTEE RESPONSIBILITIES

The regional operating account of the Western Region DECA will be administered by the Executive Committee as outlined in the finances section of these guidelines.

The Executive Committee will have overall responsibility and authority for advising the states and territories hosting the Western Region DECA Leadership Conference as outlined in Leadership Conference sections of these guidelines.

The Executive Committee will have the responsibility of approving and supervising all Western Region DECA activities.

The Chairman of the Executive Committee will act as the official spokesperson on all Western Region DECA business.

WESTERN REGION DECA BOARD OF DIRECTORS RESPONSIBILITIES

The Western Region DECA will voice its interests to National DECA and the Board of Directors of DECA, Inc. through the Chairman of the Executive Committee and the Western Region representatives on the DECA, Inc. Board of Directors. The Board will also provide input to National DECA on matters concerning the operation and administration of the Western Region DECA activities.

The Western Region DECA Board of Directors will adhere to the operational policies of National DECA as outlined by the Board of Directors of DECA, Inc.

The Western Region DECA Board of Directors will annually elect a Chairman-Elect.

The Western Region DECA Board of Directors will vote on future WRLC sites.

MEETINGS

The following are the types of meetings that members of the Executive Committee are expected to attend:

Executive Committee Meetings - traditionally there have been three Executive Committee meetings during the year:

- The first meeting will be held in late January or early February at the site of the WRLC for that year. The purpose of the meeting is to get together with the host state planning Chairman/contractor for the conference and give guidance and suggestions for the WRLC, as well as conduct other Western Region business. These meetings are usually two days in duration.
- The second meeting will be held in August prior to the WRLC. At this time, the Executive Committee will meet the three new National Vice Presidents, one from the Delta Epsilon Chi Division, one from the High School Division, and an ex officio from the college Division. The meeting's purpose is to discuss with them their responsibilities on the Executive Committee, review budgets, goals, the Western Region constitution, and their program of work. This meeting should be held at the site of the following WRLC so that the officers can become acquainted with the conference site. Members from the host state planning committee for the WRLC are to attend one day of the meeting to report the progress of the conference and let the Executive Committee look at and comment upon the tentative for the WRLC. This meeting is also two days in duration.
- The third meeting will be held at the WRLC and consists of several Executive Committee meetings. One day prior to the conference, the committee meets to discuss any last details with the WRLC host state planning committee. The Executive Committee also reviews resumes that have been received for the new replacement(s) on the Executive Committee. Other Executive Committee meetings will be called, if needed, during the conference.
- Board of Directors meetings- traditionally there is only one Board of Directors meeting each year during the WRLC. However, if there is a specific for the Board to meet, then the Chairman will deem it so and decide upon a date and location.
- The meeting during the WRLC is to announce the new Executive Committee members, review and have approved the following year's Western Region budget, discuss the location for the next two years WRLC, and any other agenda items that the Board or Executive Committee feel are needed.

VOTING

All recommendations for matters relating to the Western Region DECA will be sent in writing to the Chairman of the Executive Committee.

When feasible, these matters will be placed on the agenda of the next Board meeting.

In cases requiring immediate action, the proposal must be clearly and concisely stated in ballot form and mailed to the DECA, Inc. representatives in each western state and territory by the Chairman of the Executive Committee.

Balloting will be carried out at the WRLC, and a simple majority of votes cast will carry the decision.

During scheduled business meetings, a simple majority of vote's casts will carry the decision.

Member states will be allowed one vote per DECA, Inc. representative.

Ballot by proxy is permissible at officially called meetings of the Western Region DECA provided that written notification by the member state representative is received by the Chairman of the Executive Committee prior to the voting session.

The election procedure for the professional members of the Executive Committee will be handled in the following manner:

- The person will be elected at the annual board meeting during the Western Region Leadership Conference.
- Each member state will be allowed one vote for each DECA, Inc. representative.

FINANCES

Ways and Means - the raising of income for the financing of the Western Region DECA will come through four major sources:

- Income from the Western Region DECA Leadership Conferences after all expenses are paid
- Income from regional sales projects
- Contributions
- Investments
- Others

Accounting Procedures - In order to provide a system of protective record keeping and businesslike handling of regional finances, the following policies will apply.

- A regional operating account and a contingency account will be established as determined by the Region Board of Directors in a bank, savings and loan association, credit union or National DECA.
- All major financial decisions and administration of the account will be the responsibility of the Board of Directors. Two signatures of the professional members of the Executive Committee will be required for withdrawal of funds from all regional accounts.
- Annual regional financial reports will be filed with National DECA to be included with the national report to the IRS.
- All regional financial holdings will be registered with the National DECA Taxpayer Identification Number.
- A financial report will be submitted to all Western Region DECA states and territories through designated representatives at the end of each fiscal year.
- The financial year for the Western Region DECA will conform to the National DECA fiscal year.

Expenses

- Western Region DECA Board of Directors may request reimbursement from the Western Region Executive Committee for Western Region DECA meetings other than the Western Region DECA Leadership and National Career Development conferences.
- Expenses will be reimbursed to the extent of actual travel expenses and per diem for meals and lodging as established by the Western Region DECA Board of Directors.

WESTERN REGION DECA LEADERSHIP CONFERENCE

Purposes - The basic purpose of a Regional Leadership Conference is to provide an opportunity for personal and leadership development of DECA members of all divisions. The conference should include workshops and/or activities in all of the following areas:

Student purposes:

- Leadership development
- DECA organization and management on the local, state, and/or national basis
- DECA activities and competitive activities on the local, state, and or national level
- Career exploration and/or career development activities
- Communication skills
- No official DECA competitive events will be conducted as a part of the Western Region DECA Leadership Conference

Professional Purposes

- Curriculum information and innovation
- Professional associations: AVA, MEA, DECA, etc.
- Program idea and development exchange for Marketing and DECA
- DECA chapters operation and management
- Marketing and DECA chapter advisor roles and responsibilities

Attendance - is for high school, postsecondary, and collegiate students, alumni and professional members.

- Each state association will provide at least one Chairman for each ten (10) students attending WRLC. No student should be allowed to attend the conference without an assigned advisor.
- To be eligible to attend the WRLC, each student must meet these basic criteria:
- Be an active member of DECA
- Have approval of their DECA chapter and state advisors
- Have approval of their school administration

- Have approval of their parent (or guardian) unless over eighteen years of age, if they are a member of the high school division

When potential attendance exceeds available facilities, the host state may stipulate a percentage ratio of participants per state who may attend based on each state's divisional membership the previous year.

Each state association to be represented at the conference will determine its own participants, register as a state association, and submit housing forms as a state association, including both students and advisors, and will assume all responsibility for the conduct of their participants while attending the conference.

All conference attendees must stay in conference housing during the conference

Conference Format

Whenever possible, the WRLC will be split into three separate conferences occurring at the same time. The three conferences will group the following divisions accordingly:

- High School, Collegiate and Alumni division
- Delta Epsilon Chi division including related professional alumni members
- Professional educators

A two- or three-day November conference is preferred, utilizing as few school days as possible as designed by the host state.

Consideration should be given to avoid date conflicts within our organization and with other career and technical student organizations.

Site Selection

Selection of the site for the Western Region DECA Conference will take place three years prior to its occurrence and will be selected at the annual WRLC.

The site will be selected by Western Region DECA Board of Directors in accordance with the "VOTING" section of the constitution and will be selected by a simple majority vote.

The state advisor/contractor of those states wishing to bid for the conference site must notify the Chairman of the Western Region DECA Executive Committee of their intentions prior to the current regional conference.

Bidding state/contractor will present their bids at the site selection session as designated by the Western Region DECA Executive Committee Chairman.

Each bidding state/contractor will be allowed fifteen (15) minutes for their presentation and five (5) minutes for discussion at large.

Campaigning during the regional conference is encouraged so long as it is in good taste.

If a WRLC bid is not tendered during the annual WRLC, the Western Region DECA Executive Committee will have the authority to seek out and determine the site and date for the next WRLC.

Western Region Conference Financing - it is intended that each Western Region DECA Leadership Conference will be self-sustaining. A complete report of all income and expenditures relating to the conference will be made available on request to each participating state association and the DECA National Headquarters.

Each host committee/contractor will receive planning money in an amount determined by the Western Region DECA Board of Directors which will be repaid at the conclusion of conference business.

Those conference personnel/contractors who hold a major responsibility in planning and conducting the region conference may receive honorariums and/or expenses.

No host committee is to consider the region conference as a profit making project for the state association. All net proceeds will be returned to Western Region DECA Board of Directors for deposit in the region reserve funds.

Should expenses exceed income of a WRLC; the deficit will be paid by approval of the Western Region DECA Board of Directors from the region reserve fund.

Registration fees for the conference will be determined in advance and in cooperation with the host committee by the Western Region DECA Executive Committee. The fee will cover all planned expenses of conducting the conference and the Western Region DECA operating costs for the year.

The conference registration fee should include all planned conference printing costs, national officer expenses, expenses of the host committee/contractor, conference entertainment, materials, conference transportation (buses) where necessary and other expenses to conduct a meaningful, successful conference.

Accounting Procedures

A WRLC operating account will be established by the Western Region DECA Conference host committee/contractor for the purpose of handling conference receipts and expenses.

The host committee/contractor will provide a tentative budget to the Western Region DECA Board of Directors one year in advance of the conference. The budget will be reviewed, discussed and/or changed, and approved by the Executive Committee at the National DECA Career Development Conference.

At the conclusion of the WRLC, the host committee/contractor will close the WRLC operating account, forward the balance, and send a financial report to Western Region DECA Board of Directors within 120 days.

Host Committee/Contractor Responsibilities

The host committee/contractor will be responsible for selecting a conference director with the overall responsibility of planning, administering, communicating, directing, coordinating, budgeting, and handling finances, as well as developing and disseminating public relations materials.

The host committee/contractor will be responsible for providing adequate time for staff personnel (or their designee) to do conference planning, secure necessary facilities, develop the site selected, develop the general plan, direct all activities of the conference, ensure that conference facilities are ready, and disband the conference upon its completion.

The host committee/contractor shall involve the Western Region DECA vice presidents in WRLC planning and implementing.

The host committee/contractor will be responsible for providing workshop leaders, providing speakers, printing of conference materials and programs, planning and executing the conference, conducting control procedures during the conference and an overall conference evaluation.

The host committee/contractor will provide for conference publicity, both to the media and state associations and will encourage each state within the Western Region to be represented at the conference.

The host committee/contractor for the Western Region DECA Leadership Conference will be determined at least three years in advance in all possible cases, including tentative dates and location.

The host committee/contractor will keep the Executive Committee informed of all major planning activities as they develop.

The host committee/contractor will invite the next year's conference Chairman to observe and/or shadow the current year's conference Chairman during the current WRLC.

Western Region Vice Presidents Evaluation

It will be the responsibility of the Western Region DECA vice presidents to poll the conference participants within their respective division in the Western Region for evaluation of the WRLC.

Evaluation of the conference will be conducted as an integral part of the conference and its sessions.

Summaries of the evaluation should be sent to each state in the region and the Chairman of the Executive Committee no later than 30 days after the WRLC.

Exhibits

Any exhibits planned for the WRLC will be limited to those of a career, sales projects, or of an educational nature.

Exhibitors may be charged on a space rental fee and/or a percent of sales, as determined by the host.

Conduct Code - Conduct codes will be reviewed and adopted annually by the Western Region DECA Board of Directors.

Changes to this Constitution - To change this constitution, a proposed change must be submitted in writing by the state association or territory or the Western Region DECA Board of Directors proposing the change to all DECA Western State Associations and the Chairman of the Western Region DECA Executive Committee 30 days prior to the annual WRLC or any Chairman of the Western Region DECA Executive Committee at a business meeting held during the annual WRLC or any special meeting of the Board of Directors and may be adopted by two-thirds majority approval of the voting delegates.

Robert's Rules of Order Revised will be the official parliamentary guide for this organization.

POLICIES AND PROCEDURES

POLICIES:

For current policies/procedures, see the current Western Region Advisor's Handbook.

COLORADO DECA BYLAWS AND CONSTITUTION

AN ASSOCIATION FOR MARKETING STUDENTS (Revised August 2001) (Revised August 2002) (Revised August 2003)

ARTICLE I. NAME

Section 1. The official name of this organization shall be "Colorado DECA" and it may be referred to as "DECA."

ARTICLE II. EMBLEM AND COLORS

Section 1. The emblem of DECA shall be a diamond-shaped design, US Patent Numbers 652,076 and 663,265. The wearing and use of this emblem is governed by each State Association and DECA.

Section 2. The colors of DECA shall be blue and gold.

Section 3. The Colorado DECA flower shall be the carnation.

ARTICLE III. PURPOSE

Section 1. The purposes of this organization are:

- A. To provide for the exploration of career and technical opportunities in the field of marketing through the classroom and on-the-job training.
- B. To encourage the use of high ethical standards in business and to promote a deep feeling of the civic, social, and moral responsibilities of business to society.
- C. To develop leadership in the field of marketing and to attract a greater interest in the Marketing Education Program.
- D. To help the student develop an understanding of their employer and the organization by which they are employed.
- E. To promote understanding of and appreciation for the responsibilities of citizenship in our free, competitive enterprise system through the field of marketing.

ARTICLE IV. MEETINGS

Section 1. One annual officers training meeting shall be held for the selected state officers. Special meetings may be held at the discretion of the State President and State Advisor.

Section 2.

- A. The district conferences shall be held each year and shall be open to paid chapter member representation of the district.
- B. A State DECA Career Development Conference shall be called each year at such time and place as may be determined. This conference shall be the official annual meeting of Colorado DECA to be attended by qualified chapter members and district representatives.

Section 3. One or more national meetings will be called each year. ONLY authorized persons are allowed to attend the national conference, as directed by state and national regulations.

Section 4. All meetings shall be governed by Robert's Rules of Order, Newly Revised.

ARTICLE V. SELECTIONS

Section 1. General Information

- A. President, Vice President, Regional Vice Presidents, Secretary, Treasurer, and Publicity Director. Each shall exercise the usual duties of the office to which s/he has been selected.
- B. Any officer (local, district, state) can be removed from office at the discretion of his/her Local Coordinator, Officer Team Advisor, and the State Advisor in the event his/her conduct in any way is detrimental to the Marketing Education program.
- C. All state officer candidates must be a sophomore or junior at the time of his/her selection, thus serving as an officer as a junior or senior.
- D. District officers may consist of a president, vice president, secretary, treasurer and publicity director.

Section 2. District Elections

If the DECA district chooses to have district officers, the following policies will apply:

- A. The student must be attending a Colorado high school.
- B. The student must be enrolled in a Marketing Education program.
- C. The student must be an official DECA paid member.
- D. The student must submit a school transcript to verify a minimum 2.5 Accumulative Grade Point Average.
- E. A district officer is not eligible to attend the State DECA Career Development Conference unless she/he is running for state office or competing in an event.
- F. DECA INFORMATION TEST will be given to all prospective district candidates at the district conference by the coordinator in charge. The candidate will also be expected to undergo a three to five minute explanation and questioning period before the district officer election committee before the vote is taken.
- G. Additional policies/procedures may be enforced by the individual district.

H. Election procedures

- 1) All candidates will be interviewed by the district officer election committee. During the interviewing process, one voting delegate from each school (to be selected by the school's voting delegates) will be allowed to ask each candidate a maximum of two questions.
- 2) Upon completion of the interview for each office, the Voting Delegates will cast their votes. If there is a tie for first place, the Voting Delegates will re-vote--only for the individuals who were tied on the first ballot and will continue to vote until one person receives the majority votes.

I. District officer election committee shall have the opportunity to send an equal number of voting delegates. It is their duty to select the most responsible candidates to fulfill the duties and responsibilities of the district office.

J. Coordinator(s) selected by the Host Coordinator will serve as Advisor(s) on the district selection committee. The Local Host is responsible for seeing that press, television, and radio publicity is distributed, working with the selected publicity director in the district.

Section 3. State Selections

A. A DECA chapter may have no more than four (4) candidates running for office; an unlimited number of candidates may come from the DECA district.

B. Elections. The offices of State President, State Vice President, State Secretary, State Treasurer and State Publicity Director of Colorado DECA are selected at the annual State DECA Career Development Conference. The Regional Vice Presidents representing each district are also selected annually at the State DECA Career Development Conference. Only active members are eligible to hold office.

C. Application. To be considered for an officer position in Colorado DECA, a candidate shall: (a) have the endorsement of the parent(s) and/or guardians, the local advisor; (b) file an official application with the State Advisor; (c) have at least one full school year remaining in the marketing education program; (d) hold or have held an elective office in his/her local chapter or comparable office in an organization on the approved list of National and State Activities released by the National Association of Secondary School Principals; and (e) be approved by the Selection Nominating Committee.

D. The Selection Committee: The Committee shall approve candidates for State President, State Vice President, Regional Vice Presidents, State Secretary, State Treasurer, and State Publicity Director. Each district may run at the State DECA Career Development Conference an unlimited number of qualified candidates, but no more than four per chapter.

E. Eligibility. Only those applicants who are officially certified to be eligible by the Selection Committee and who have prior permission of advisor, school district administrators, and parents are eligible to become candidates for a State or National office. A candidate for office in DECA shall be from an active local chapter.

F. Term of Office. The State President, State Vice President, State Secretary, State Treasurer, and State Publicity Director shall be selected annually at the State DECA Career Development Conference. The State Regional Vice Presidents to represent

each district shall also be selected annually at the annual State DECA Career Development Conference. All officers will be installed at the annual State DECA Career Development Conference and shall assume official duties immediately following the State DECA Career Development Conference, with terms to expire at the close of the Awards Program of the following State DECA Career Development Conference.

- G. Voting Procedures. The Selection Committee will approve officer candidates, conduct required leadership activities, and select the officers for the upcoming year.

ARTICLE VI. QUALIFICATIONS OF STATE AND DISTRICT OFFICERS

Section 1. General qualifications

General qualifications are as follows:

- A. A sincere desire to serve as an officer.
- B. A complete knowledge of DECA's constitution, bylaws, aims and objectives.
- C. Cooperative and friendly attitude toward members, school representatives, and businessmen.
- D. The ability to be a leader shown by past activities along with the ability to speak and express himself/herself well before chapter and other group meetings.
- E. A knowledge of parliamentary procedures.
- F. Ability to pass DECA information test.
- G. Approved training station.
- H. Future plans in DECA.
- I. Must remain in state while an officer.

Section 2. Specific Duties

- A. President--The ability to direct and guide a group successfully.
- B. Vice President--The ability to assist the President and to serve as President in the absence of the President.
- C. Secretary--Capability of keeping minutes that are well written and up to date. The ability to organize and express thoughts well in writing.
- D. Treasurer--The knowledge of how to keep books correctly and manage funds.
- E. Publicity Director--The ability to promote DECA in the best taste. Knowledge of promotional ways and methods.
- F. Regional Vice President--To act as a liaison between the district and state levels.

ARTICLE VII. MEMBERSHIP

- Section 1. DECA The membership year shall be for one year commencing with the deadline for dues.

Section 2. Types of membership

- A. Active membership consists of dues paying students who are in the Marketing Education program. This shall be defined as:
 - 1. Students who are currently enrolled in a credit issuing course (one year credit equivalent) which is part of your approved marketing program.
 - 2. Students who are scheduled to be enrolled in a block, credit-issuing course (one year credit equivalent) that is part of the approved marketing program during either the fall or spring semester of the current school year.
 - 3. Students who have completed all credit-issuing courses in the approved marketing program that are being offered by the school and are currently enrolled in a credit-issuing independent study supervised by the marketing instructor.
- B. Alumni membership consists of those who have completed one year of active membership and have graduated.
- C. Honorary membership consists of those leaders in business communities who have continually contributed to Marketing Education, whether on the local, state, or national levels, for the advancement and upgrading of Marketing Education.
- D. Professional membership consists of teachers and supervisors of Marketing Education, teacher educators, employers and/or training station sponsors, advisory committee members, and other adults willing to contribute to DECA.

Section 3. The local program may qualify for charter membership in Colorado DECA, provided:

- A. It carries on a CCCS approved Marketing Education program.
- B. Its proposed constitution follows the policies and ideas of the state and national constitution.
- C. It has the approval of school administrative authorities and other local school groups that might be necessary.

ARTICLE VIII. DUES

Section 1.

- A. The national association will be responsible for collating all state and national dues according to the number of individual members claimed and paid for by each local chapter.
- B. The State Advisor will control all state DECA finances and will furnish an audit report at the fall DECA Advisory Committee meeting.

Section 2. State membership dues in the state association are fixed by the State Secondary DECA Advisory Committee subject to approval by a majority vote of the

coordinators present at the State DECA Career Development Conference and the state advisor.

- Section 3. The dues of any district organization shall be fixed by the majority vote of the district coordinators prior to the annual district meetings.
- Section 4. All active members and coordinators will pay state and national dues to National DECA by the Friday following Columbus Day in October.
- Section 5. Professional members will pay state and national dues only.
- Section 6. Honorary members shall be exempt from dues.

ARTICLE IX. ADVISORS

A DECA Advisory Committee will be appointed/selected to assist the state advisor.

Each local coordinator will serve as advisor for his/her DECA Chapter.

ARTICLE X. RULES, REGULATIONS, AND BYLAWS

- Section 1. The Colorado Association shall adopt such rules, regulations, and bylaws as it finds necessary from time to time in the proper conduct of the business of the organization.
- Section 2. All activities of a State Officer shall be governed by the state association advisor and the officer's coordinator. Any officer--local, district, or state--may be removed from office at mid-term or earlier if s/he is not performing his/her specific duties or responsibilities to the satisfaction of his/her local coordinator, selected district coordinator, and/or state organization advisor. If an officer drops the program, transfers to another district, or moves out of the district or state, the office will be declared vacant. If a state officer drops the program or moves out of the state, his/her office will be declared vacant.
- Section 3. In the event that an officer is removed, leaves or vacates his/her office for any reason, the following procedures will be followed:
 - A. State Officer Vacancies--The State Advisor of DECA will appoint, if necessary, a qualified person to fill the office, the exception being that of the office of President where the Vice President will automatically fill the office.
 - B. District Officer vacancies--Any vacancy in a District Office will be filled by an election--by mail, if necessary--to fill such vacancy, the exception being that of the office of President, which will automatically be filled by the Vice President.
- Section 4. Districts
 - A. The state organization shall be divided into districts for greater facility and convenience in holding meetings and carrying on association business. Each district shall include those chapters that are most geographically situated and

shall have a Regional Vice President, President, Vice President, Secretary, Treasurer, and Publicity Director. Districts will be reorganized as deemed necessary by the state office.

- B. The Regional Vice President shall be a State Officer and will represent their district on the State Officer Team.

ARTICLE XI. AMENDMENTS

- Section 1. To amend this constitution, the amendment must be presented in writing to the Colorado DECA Secondary Advisory Committee at least 30 days prior to the next scheduled advisory committee meeting. All constitutional changes will be voted upon at the annual May meeting along with event rule changes. Amendments shall be passed by a 2/3 majority vote.
- Section 2. All amendments to the state constitution will be incorporated effective September 1 of each year.
- Section 3. All amendments to the state constitution shall be based upon the purpose and ideas represented by the state and national organization.

COLORADO DECA ADVISORY COMMITTEE BYLAWS AND CONSTITUTION

BYLAWS 2004-05

COLORADO DECA ADVISORY COMMITTEE

ARTICLE I. NAME AND PURPOSE

Section 1. Name

This committee shall be known as the Colorado DECA Advisory Committee.

Section 2. Purpose

The purpose of the committee shall be to provide leadership in the secondary DECA program and to advise the Colorado Association of DECA with regard to its total operation.

ARTICLE II. MEMBERSHIP

Section 1. Voting Membership

The committee membership will be comprised of one advisor representing each of the Colorado DECA districts, one teacher educator from each of the Marketing Education teacher training institutions, the president or president-elect of CMEA, the immediate past chairman of the DECA Advisory Committee, the Competitive Events Committee (Chairman, Past Chairman, and Chairman-elect), the state officer team advisor(s), and the president of Colorado DECA.

State staff shall be ex officio members (non-voting).

Section 2. Membership Tenure

All elected members shall serve for two consecutive years and their terms shall be from September through May. The election of new members shall take place before the close of the school year.

A member of the DECA Advisory Committee can serve one two-year term. No consecutive terms may be served except for the following: in the case of NO other advisor in the district able to come on the committee, the committee member may serve consecutive terms. In the case of distance, the person geographically closer to Denver may serve consecutive terms. Both cases would require a letter to that effect signed by each coordinator in the district. Membership tenure does NOT apply to the state officer team advisor(s). She/He will be on the Advisory Committee while serving as State Officer Team Advisor(s).

Competitive Events Contest Committee members shall serve a six year term. Members shall serve for two years as Chairman-elect, two years as Chairman, and two years as Past Chairman.

Section 3. Selection of Members

Each of the advisors from the DECA districts shall be selected by the coordinators in each of the respective districts prior to the expiration of their predecessors' terms.

The Competitive Events Contest Committee members shall be appointed by the Marketing Education state staff for each succeeding term by the end of the school year after seeking input from all fields of DECA. Selection criteria will include the following:

- A. Marketing Education Coordinator
 - 1. Member of DECA
 - 2. Must have taught Marketing Education for at least five years
- B. Must have sponsored an active DECA chapter for the last five years
- C. Input should be considered for the replacement at the May DECA Advisory Committee meeting every two years.

ARTICLE III. OFFICERS, APPOINTMENTS, AND DUTIES

Section 1. Officers

The officers of this committee shall be chairman and vice-chairman-recorder.

Any member of the committee who has served as chairman is not eligible to serve as chairman for additional terms.

The chairman of the advisory committee must have previously served one year on the advisory committee before being eligible for this office.

Section 2. Tenure and Selection

Officers shall serve one year and their term of office shall expire at the close of the May meeting.

Section 3. Duties

The Chairman shall:

- 1. Preside over meetings;
- 2. Appoint subcommittees (which may or may not be composed of members of the advisory committee);
- 3. Be the official spokesman for the committee and shall speak only on behalf of the recommendations and statements approved by the committee; and
- 4. Perform other duties as customarily pertain to the office of chairman or designated by the committee.

The Vice-Chairman-Recorder shall:

- 1. Serve as chairman in the absence of the chairman;
- 2. Maintain a record of the minutes of official meetings and provide a copy to the state DECA Advisor for dissemination to all local chapter advisors; and
- 3. Perform other duties as may be designated by the committee.

The member shall:

1. Serve as a representative of each of his/her constituents; and
2. Represent his/her constituents at each meeting.

ARTICLE IV. MEETINGS

Section 1. Number of Meetings

There shall be at least three official meetings held each year.

Time and place of meeting shall be designated by the State DECA Advisor.

Section 2. Business

The tentative agenda of each meeting shall be prepared by the State DECA Advisor and the chairman of the committee and shall be available to each local chapter advisor prior to the committee meeting date.

All business items dealing with competitive events and/or competitive event rule changes must be completed at the May meeting. These changes will become effective September 1.

Local chapter advisors shall contact their respective district advisors concerning items they wish to be added to the agenda and concerning their views on items on the agenda. The district advisor shall request these items to be included on the agenda.

Agenda items submitted by the State DECA Advisor and members of the committee will be included at official meetings.

The final agenda will be prepared by the chairman at the start of official meetings.

ARTICLE V. AMENDMENTS

The bylaws of this committee may be amended by a two-thirds vote of the committee members who are present.

All proposed revisions of the bylaws are subject to approval by the state office.

ARTICLE VI. VOTING

Section 1. Quorum

The quorum shall be one-half of the voting members in order to conduct business.

DECA 107

FINANCIAL POLICIES

COLORADO ASSOCIATION OF DECA

The following policies have been adopted by the State Advisory Committee for use with all funds generated by Colorado DECA:

Expenditure of funds is the responsibility of the State DECA Advisor with approval of these expenditures by the State Advisory Committee on a semi-annual basis. If requested, this information can be forwarded at more frequent intervals.

An annual budget will be approved by the State DECA Advisory Committee with individual budgets being developed for specific activities and approved by the executive council.

All financial records will be maintained for a minimum of five years. These records will be stored in a storage facility provided by the CCCS. Year-end reports will be maintained on file at the state office indefinitely.

Tax reports will be filed on an annual basis and will be maintained on file at the state office indefinitely.

Official minutes of all meetings of the State DECA Advisory Board will be kept on file at the state office indefinitely.

A three-part accounting system will be used to document control of the funds of Colorado DECA. The CTSO secretary will make all deposit of funds as they are received. This will be during the regular work day and will vary in time of day that deposits will be made directly to the bank. Small deposits may be mailed. The CTSO accountant will handle all financial record keeping of the state association. Receipts will not be written for conference registrations and payment of dues unless requested. A receipt will be written for all personal checks received by the CTSO office. The State Advisor and other CTSO Specialists will have the authority to expend funds.

A "no cash" policy is in effect for Colorado DECA. In the event that cash is received the following policies will be enforced:

- A. numerical receipts will be issued for each cash receipt.
- B. Two signatures will be required on all receipts for cash.
- C. the CTSO accountant will not be responsible for the collection of cash at any CTSO activity.

Whenever possible, direct billing accounts will be established with businesses that impact the operation of Colorado DECA.

For any check in excess of \$5,000, dual signatures will be required. These expenditures must be approved by authorized personnel listed on the bank signature card. In the case of large checks which must be taken out of the state office, a check will be prepared in advance for the estimated amount. Differences can then be billed to the agency at a later date or a second smaller check may be written.

Maintaining a credit card with a small maximum balance for Colorado DECA will reduce the number of checks which must be used when on site for state association activities.

Colorado DECA is strictly enforcing the time lines printed on each call to conference. Registration per participant is increased by \$10 when submitted late and is subject to another \$10 per participant fee increase when payment is late. These fees are not negotiable.

Purchase orders may not be substituted for payment.

A \$5 fee is assessed for each change that is made to the original roster or registration. A cover letter and amended registration highlighting each change must be submitted to the State Advisor. The previous registration information will then be replaced by the amended registration. Verbal changes are not accepted; all changes must be in writing and on the proper forms.

Each school must have their state DECA account at a \$0 balance within 35 days after the last DECA event or they will be ineligible for participation in further DECA activities until the balance is zero. In addition, those not complying will be assessed an additional unpaid late fee based on the following schedule:

50 or fewer paid members - \$200
51-100 paid members - \$300
101-200 paid members - \$400
201-300 paid members - \$500
301 or more paid members - \$600

The late fee must also be paid prior to further participation.

Adopted September, 1990 by the DECA State Advisory Committee, Amended 9/97, Amended 5/99, Amended 8/01.

If schools join together for any reason, ONE COORDINATOR must be designated as the lead person and be responsible for all paperwork and financial responsibilities. Only ONE form and payment will be accepted by Colorado DECA.

There will be no refunds given for any activity. Replacements, where allowed, are subject to the \$5 fee. The only exception will be for students placed by Colorado DECA at the International Conference.

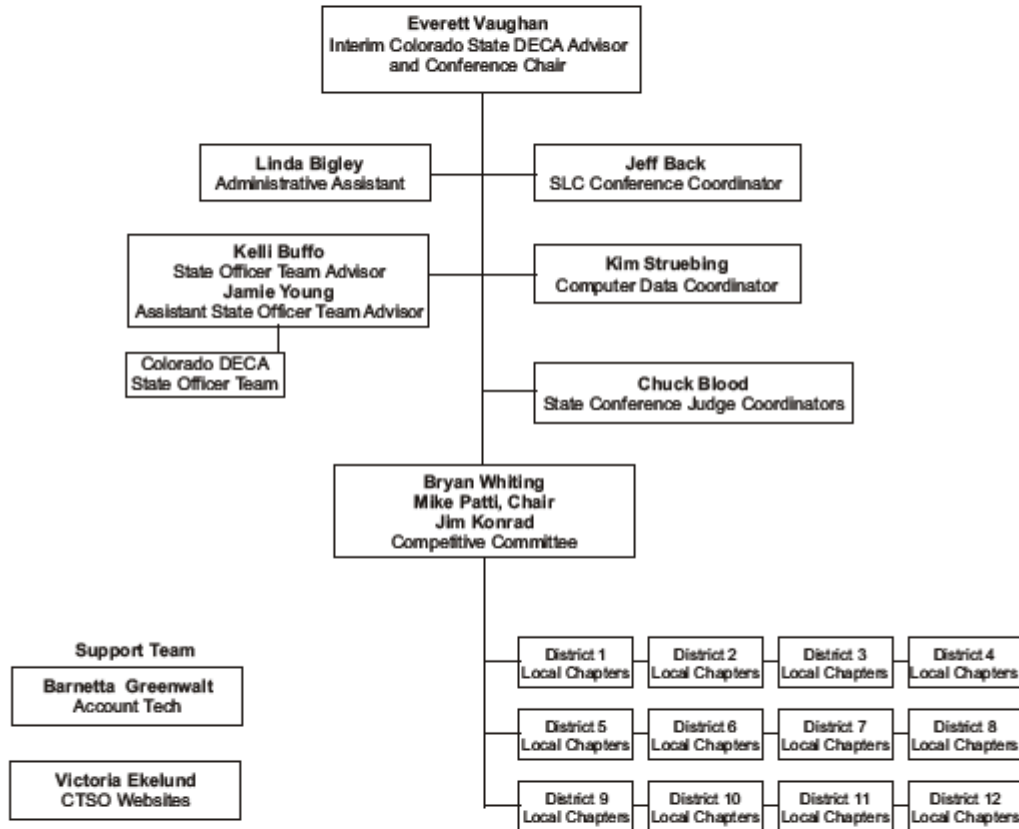
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SECTION C

SERIES ADVISOR'S/ TEACHER COORDIANTOR RESPONSIBILITIES

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Colorado DECA State Career Development Conference Organization Chart 2007-2008



COLORADO STATE DECA SERIES ADVISORS PROCEDURES

1. During written testing, one Series Advisor will give instructions for the entire session.
2. The Series Advisor for each event is responsible to assure that each scantron is labeled with the proper information, check each student's ID and note all no-shows.
3. The Series Advisor must assure that each student in an event is given the planned preparation time. Obviously, judging time varies, but make sure that no student receives any less preparation time than what is allocated. If more preparation time happens, it happens, but the minimum set time must be assured.
4. Neither the Series Advisor nor other Coordinators are allowed to answer student questions concerning the specific event during the preparation time.
5. The Series Advisor must assure that students do not enter the competition with any pre-prepared materials unless allowed by specific guidelines. Any materials the student takes into the event must have been developed during prep time.
6. The Series Advisor must assure that students do not leave the competition area with either event materials received for preparation or with any related materials the student developed during preparation.
7. The Series Advisor must assure that each section has at least 2 judges, when possible.
8. The Series Advisor must assure that the Judges change sections between Sessions 2 and 3. A student should not have the same set of judges twice.
9. The Series Advisor must assure that:
 - An evaluation sheet or scantron is filled out for all students or teams;
 - Each evaluation sheet or scantron is labeled with the proper student information;
 - Each evaluation sheet or scantron is delivered to the judge by a supervising coordinator, not the student;
 - Individual numbers are circled on evaluation sheets or filled in on scantron for each individual evaluation item;
 - Score is calculated by JUDGES on evaluation sheets or left blank on scantron;
 - Each evaluation sheet is signed by appropriate judges;
 - Three types of scores will be utilized:
 - * Actual score for student (05 is lowest score allowed);
 - * Score of 01 for no shows;
 - * Score of 02 for disqualification.
10. The Series Advisor and other Coordinators should avoid talking in the area in which the students are taking the test.

11. At the completion of the event, the Series Advisor needs to make a list of any coordinators that did not show or did not complete their assigned responsibilities at State Conference. This list should be turned in at the Conference Headquarters.
12. The Series Advisor should bring the completed evaluation sheets or scantrons to the Conference Headquarters at the end of each session.
13. The Series Advisor must assure that all procedures are followed for all students. Judges or coordinators not following designated procedures will not be placed in a position of authority or allowed to judge in that event again.
14. The Series Advisor must assure that the assigned sections and finals are judged as assigned and as scheduled, in any event in which there are more than 15 competitors.
15. The Series Advisor for Written events will apply the above procedures, as appropriate, to the written event interviews.
16. Students may use a portfolio with white lined or unlined paper only.

COLORADO DECA TEACHER/COORDINATOR RESPONSIBILITIES

At the State DECA Career Development Conference, each DECA teacher/coordinator attending must fulfill the following responsibilities:

1. Complete and return State DECA Career Development Conference registration forms by the designated deadline.
2. Assure that payment is made of all registration fees to State DECA, according the policies of Colorado DECA. **ALL MONEY MUST BE RECEIVED PRIOR TO THE ACTIVITY.**
3. Assure proper student conduct and dress from the time the chapter **leaves the school until the return after the conference.**
4. Have in possession at the conference a copy of the completed Parent Permission form, the completed Medical Release form, and a copy of the completed student conduct form.
5. Obtain the chapter's registration packet at State Conference and review its contents with all the students.
6. Make each student aware of and help organize each student's activities at State Conference.
7. Make sure each student is aware of all the responsibilities and applicable regulations regarding their competition, their appearance, his/her conduct and any other items as deemed appropriate and necessary by the individual DECA coordinator.
8. Make yourself available to the students at all times. Since the coordinator has other responsibilities in addition to his/her students, the coordinator must continually make the students aware of the coordinator's schedule and physical location at all times.
9. **Fully complete** all of their State Conference operational responsibilities as assigned by the State office. Any Coordinator desiring a specific area of responsibilities may request such assignment from the State office.
10. Be a role model in regard to attire, conduct and professionalism. **At the minimum, the DECA Coordinator will follow and be held accountable for the same DECA policies regarding attire and conduct to which the students must conform.**
11. Will not consume alcoholic beverages from the time the chapter leaves the school, to the time in which they return following the completion of the conference.
12. Assure that all the students are in the appropriate room at curfew.
13. Physically check each of the chapter's rooms for appearance and damage prior to check-out.
14. Will not violate any of the rules, policies or procedures regarding competitive events, in the process of preparing the students for competition.
15. Each Coordinator's Principal will be sent a copy of these responsibilities within one month of the date of the State Conference, so as to inform the Principal of the extensive nature of the responsibilities being fulfilled by the DECA Coordinator.
16. Any coordinator not fulfilling any of these responsibilities will receive a letter from the State office specifically outlining the responsibilities the coordinator failed to fulfill. A copy will also be sent to each Coordinator's Principal. This letter will be sent within two weeks after the closing of the State Conference.

SECTION D

STATE OFFICER SELECTION STUDENT POLICIES & PROCEDURES

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COLORADO DECA STATE OFFICER SELECTION POLICIES

1. State officers will be selected at the State DECA Career Development Conference.
2. The state officer candidate may not select the position for which she/he is applying.
3. At the time of selection and throughout the term of office, the state officer candidates must be attending a Colorado high school, be enrolled in a Marketing Education program and be an official DECA paid member.
4. State officer candidates must submit to Colorado DECA the following by the published State DECA Career Development Conference registration deadline (ALL FORMS MUST BE COMPLETE):
 - a. An application for office. The form utilized must be the most current revision, as provided in the DECA Handbook. (D-3 & 4)
 - b. A resume, not to exceed two (2) pages.
 - c. A school transcript to verify a 2.5 accumulative grade point average.
 - d. Three letters of recommendation (one from the local DECA Advisor, one from a teacher/counselor/administrator at your high school, and one from someone who is not associated with the school).
 - e. Fliers (20) - 8 ½ x 11 sheet of white or colored paper, front and back, may include artwork. Must include photo.
 - f. Failure to submit all forms, complete and on time as required, will result in the student's application being disqualified.
5. State officer candidates must pass, at a level of 70% or higher, the DECA Officer Qualifying Examination. The district advisory committee member and State DECA Advisor are responsible for administering the DECA Officer Qualifying Examination and submitting the examination, scantron and results to Colorado DECA no later than the district competitive event report. Candidates not passing this test at a level of 70% or higher will not be eligible to run for state office.
6. The questions on the Officer Qualifying Examination may be taken from any DECA-related resource.
7. The Officer Qualifying Examination will be supplied by the state office.
8. The following leadership activities will be completed at the State DECA Career Development Conference:
 - a. An individual interview with the candidate
 - b. An individual interview with the local advisor
 - c. A three-minute campaign speech
 - d. A team building activity (when possible)

- e. Additional activities may include an impromptu presentation situation or written test.
- 9. No campaigning or caucusing will be allowed.
- 10. A selection committee will be appointed by the Colorado DECA state advisor for the purpose of selecting a student to serve as State President, State Vice President, State Secretary, State Treasurer, and State Publicity Director and a student to serve as Regional Vice President to represent each of the districts.

The committee selection members may include, but not be limited to:

- a. A non-competing DECA member from each DECA district.
 - b. A former DECA advisor.
 - c. A specialist from another career and technical organization.
 - d. A lead advisor from another career and technical organization.
 - e. A postsecondary marketing educator.
 - f. Past state/national officers.
 - g. A school counselor.
 - h. A vocational director.
 - i. A business/industry representative.
 - j. An alumni.
- 11. Each DECA district may select one (1) DECA member to serve on the selection committee at the State DECA Career Development Conference. This student must be a non-competing DECA member.
 - 12. A state officer may be dismissed from office at the discretion of the State Officer Team Advisor, Assistant State Officer Team Advisor or the DECA State Advisor for any of the following reasons:
 - a. failure to attend meetings;
 - b. failure to perform designated responsibilities;
 - c. conduct not appropriate for a State Officer;
 - d. dropping out of High School/Marketing Education Program;
 - e. moving from the State of Colorado;
 - f. lack of interest.

If the DECA district chooses to have district officers, the following guidelines should apply:

- a. The student must be attending a Colorado high school.

- b. The student must be enrolled in a Marketing Education program.
- c. The student must be an official DECA paid member.
- d. The student must submit a school transcript to verify a minimum 2.5 accumulative GPA.
- e. A district officer is not eligible to attend the State DECA Career Development Conference unless she/he is running for state office or competing in an event.
- f. Additional policies/procedures may be enforced by the individual district.

OFFICER CANDIDATE APPLICATION FORM

Submit the completed officer candidate application form to the state advisor by the published State DECA Career Development Conference registration deadline. In addition, submit the following:

- a. Current transcript
- b. Resume
- c. Three letters of recommendation
- d. Twenty fliers

Name _____

Chapter _____

School Address _____

Email Address _____

Year in School _____ Home Phone (_____) _____

Advisor's Name _____

Advisor's School Phone (_____) _____ Home Phone (_____) _____

Advisor Email Address _____

I certify that I am an active member in good standing of the _____ chapter of DECA.

Candidate's Signature _____ Date

To become a state officer of Colorado DECA requires commitment on the part of all parties concerned. In order to make that commitment, each party must understand his/her responsibility. In order for a candidate to be eligible for office, this agreement must be signed by all parties indicated.

If elected, the candidate agrees to

- perform to the best of his/her ability the duties of the office.
- participate in all activities scheduled by the DECA state advisor. Required activities include:
 - * State Officer Training
 - * State Officer Meetings (3 minimum)
 - * District Conference
 - * State DECA Career Development Conference
 - * Other meetings as assigned

The parents/employer agree to

-permit the candidate to participate in all scheduled activities.

- encourage the candidate to take full benefit of the leadership development experience.

The advisor/school official; agree to

- recommend for state office only those candidates who are qualified.

- ensure the candidate's attendance at all Colorado DECA activities.

SIGNED:

Advisor Date

School Official Date

Candidate Date

Parent Date

IMPORTANT

List below the additional events that the officer candidate will be participating in at State DECA Career Development Conference.

1. _____

2. _____

3. _____

STATE OFFICER CANDIDATE'S LEARNING OBJECTIVES & FULFILLMENT

LEARNING OBJECTIVES

1. The DECA officer candidate will: Indicate the characteristics a student must possess to be a member of DECA.
2. Indicate the approximate national membership in high school DECA.
3. Enumerate the official DECA colors.
4. Identify, describe and graphically illustrate the national emblem of DECA.
5. Identify the site of the National DECA Center.
6. Enumerate and differentiate between the four points of the DECA Diamond.
7. Identify the Colorado State DECA Advisor.
8. Identify the year National DECA was established.
9. Enumerate the four regions of National DECA and identify the one of which Colorado is a part.
10. Enumerate the five divisions of National DECA.
11. Identify the official publication of National DECA.
12. Enumerate the individual and team, competency-based participating events available through Colorado DECA at both District and State Conference.
13. Identify the current State DECA President.
14. Name the regional vice presidents.
15. Identify the current DECA State Officer Team Advisor and Assistant State Officer Team Advisor.
16. Determine the maximum number of and identify the title of the state DECA officers.
17. Outline the district officer election policies.
18. Identify the site of the first National DECA Conference.
19. Outline the five procedures to be followed to be selected to a state office after the eligibility requirements have been met.
20. Indicate the year in which DECA began in Colorado.
21. Indicate the current number of DECA chapters in Colorado.
22. Indicate the current number of members in Colorado DECA.

23. Indicate the number of candidates from each chapter that may run for office at the State DECA Career Development Conference.
24. Indicate the site of the National DECA Center.
25. Indicate the current number of districts that make up Colorado DECA.
26. Indicate the site of the upcoming DECA International Career Development Conference.
27. Enumerate the mandatory meetings that every state officer must attend.
28. Identify the site of the current year's Colorado DECA State DECA Career Development Conference.
29. Identify the official DECA flower.
30. Enumerate and differentiate between the two types of DECA memberships available to adults in each community which has a local DECA chapter.
31. Identify the type of award for which community members may be nominated by the local DECA chapter.
32. Indicate the award available to past winners of the Colorado Friends of DECA Award.
33. Describe the Colorado DECA Student of the Year Contest/Award.
34. Describe the Colorado DECA Program of Work Contest/Award.
35. Indicate the commencing date, the ending date and total duration of the term of a state officer.
36. Enumerate five reasons a state officer may be removed from their office during their term.
37. Explain the relationship of the State DECA President and the Colorado State DECA Advisory Committee.
38. List the three main sources of funds for local DECA chapters.
39. List the three main sources of funds for Colorado State DECA.
40. List the three main sources of funds for National DECA.
41. Enumerate the three components of the total Marketing Education Program.
42. Indicate the most commonly used reference book regarding parliamentary procedure.
43. Enumerate three common reasons for the use of parliamentary procedure in a situation regarding group decisions.
44. Enumerate the four steps necessary to bring a motion before the organization.
45. Enumerate and provide an example of the two steps necessary for a member to obtain the floor.

46. Provide an example of the proper wording to be used in bringing a motion before the organization.
47. Explain the disposition of a motion for which no second is received.
48. Enumerate the three main uses of the gavel by the presiding officer.
49. Indicate who should be given the first opportunity to provide discussion regarding a motion.
50. Enumerate and differentiate between the three forms of decisions by voting.
51. Outline the Chair's course of action when it is time to vote on a motion.
52. Indicate the three general manners in which a vote may be physically taken.
53. Define roll call vote.
54. Define and provide seven examples of subsidiary motions in order of preference.
55. Explain the chair's procedures in properly dealing with subsidiary motions.
56. Define and provide five examples of privileged motions in order of preference.
57. Explain the chair's procedures in properly dealing with privileged motions.
58. Indicate the vote necessary to approve a privileged or subsidiary motion.

LEARNING OBJECTIVE FULFILLMENT

1. Enrolled in a high school Marketing Education Program; have paid current school year's state and national DECA dues.
2. 165,000
3. Blue and gold
4. The official DECA emblem is a diamond-shaped design. The diamond appears to be moving forward. The official DECA emblem represents the idea that DECA is striving to keep pace as we go into the twenty-first century. The tag line is "An Association of Marketing Students." Each point of the diamond signifies a working part of the organization.
5. Reston, Virginia
6. Vocational Understanding - the DECA member acquires a knowledge of both the skills necessary for and an understanding of the careers available in all aspects of the business world.

Civic Consciousness - the DECA member recognizes their obligations to the functioning communities of which they are a part.

Social Intelligence - the DECA member is given an opportunity to develop the behavioral conduct and social poise necessary in our society.

Leadership Development - the DECA member is given an opportunity to participate in many varied activities in order to experience the functions and responsibilities of leadership.

7. Everett "Ev" Vaughan
8. 1947
9. Western Region, Central Region, North Atlantic Region, Southern Region. Colorado is part of the Western Region.
10. High School Division, Collegiate Division, Alumni Division, Professional Division, and Delta Epsilon Chi.
11. DIMENSIONS
12.

<ul style="list-style-type: none"> Accounting Applications Apparel and Accessories Marketing Automotive Service Marketing Business Services Marketing Business Law & Ethics Team Decision Making Buying and Merchandise Marketing Team Decision Making Food Marketing Marketing Management Quick Serve Restaurant Management Restaurant and Food Service Management Retail Merchandising 	<ul style="list-style-type: none"> Sports and Entertainment Marketing Technical Sales Specialist Internet Marketing Management Team Decision Making Financial Analysis Management Team Decision Making Hotel and Lodging Management Team Decision Making Hospitality Services Management Team Decision Making Sports and Entertainment Marketing Team Decision Making Travel and Tourism Marketing Team Decision Making
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13. Gabe Keeler, Monarch HS
14.

<ul style="list-style-type: none"> District 1 – Jess Altum, Thomas Jefferson District 2 – Brittany Lincoln, Cherokee Trail District 3 – Michelle Shearer, Monarch District 4 – Tyler Langnes, Standley Lake District 5 - Vacant 	<ul style="list-style-type: none"> District 6 – Jillian Conrad, Thompson Valley District 7 - Vacant District 8 – Clayton Ermel, Fountain Fort Carson District 9 – Bruce Walters, Pueblo West District 10 - Vacant District 11 – Maverick Bolger, Highlands Ranch District 12 – Corinna Zinsmeyer, Pine Creek
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15. State Officer Team Advisor - Kelli Buffo, Cherokee Trail High School and Assistant State Officer Team Advisor – Jamie Young, Highlands Ranch High School
16. Seventeen total state DECA officers. President, Vice President, Secretary, Treasurer, Publicity Director, and 12 regional vice presidents.
17.
 - a. Dues paid member of DECA
 - b. Submit a school transcript to verify a minimum 2.5 accumulative GPA
 - c. Enrolled in a Marketing Education program at a Colorado high school

18. Memphis, Tennessee, 1947
19. Submit the following to the State DECA Office by the designated deadline as determined by the State DECA Advisor.
 - a. Completed candidate application form
 - b. A resume
 - c. A transcript verifying a minimum 2.5 accumulative grade point average
 - d. Three letters of recommendation including one from the local DECA advisor, one from a teacher/counselor/administrator, and one from someone not associated with the school
 - e. Twenty (20) fliers
20. 1949
21. 85
22. 6,300
23. Four
24. The National DECA Center is in Reston, Virginia
25. 12
26. Atlanta, Georgia
27.
 - a. New state officer meeting in March/April
 - b. New state officer training conference in June/July
 - c. State officers meeting in September
 - d. State officers meeting in November or December
 - e. District Conference
 - f. State DECA Career Development Conference
 - g. Any other assigned meetings
28. Broadmoor Hotel, Colorado Springs
29. Carnation
30. Alumni - available to all graduated, past members of DECA.

Professional - available to DECA teacher/advisors and interested business people and DECA supports within the local community
31. Friends of DECA Award
32. Honorary Life Membership
33. Recognizes outstanding work on behalf of DECA. The student must be a graduating senior; each school may enter a maximum of two students; the student must provide a documentation of their activities; the student will be interviewed at State Conference; and the award is given only at the state level.

34. Recognizes outstanding planning and accomplishment of activities of individual DECA chapters. Each chapter may submit one entry; a committee of a maximum of three may develop the entry; the team will be interviewed at State Conference; and the award is given only at the state level.
35. The term commences at the announcement of officers at the end of the Awards Ceremony at State Conference and ends at the same time at the next State Conference, the total term being one year.
36.
 - a. Withdrawal from high school prior to graduation
 - b. Withdrawal from the Marketing Education program prior to graduation
 - c. Non-attendance at required meetings
 - d. Failure to perform each office's respective job description
 - e. Conduct deemed not appropriate for a state officer
37. The State DECA President is a voting member of the State DECA Advisory Committee and must attend all meetings. The President must report on activities of the State Officer Team and contribute to the normal function of the committee.
38.
 - a. Local fundraising sales projects
 - b. Individual school district budgets
 - c. Local dues
39.
 - a. State dues
 - b. Registration fees from State DECA Career Development Conference
 - c. Business and industry sponsorships
40.
 - a. National dues
 - b. Registration fees from National DECA Conference
 - c. Corporate sponsorships
41.
 - a. Classroom
 - b. DECA
 - c. On-the-job work experience
42. Robert's Rules of Order, Newly Revised
43.
 - a. To protect the rights of the individual
 - b. To determine the needs of the majority
 - c. To facilitate the orderly conduct of the organization's business
44.
 - a. The member must obtain the floor
 - b. The member makes the motion
 - c. The motion must be seconded by another member
 - d. The motion and its second will be restated by the chair
45. The member must address the chair, either by words (Mister President, Madam President) or by pre-agreed action (raising your hand).
46. I move that DECA conduct a sales project to raise funds for the trip to Kentucky.
47. The motion dies for lack of a second, undergoes no further mention and the group proceeds to the next order of business.

48.
 - a. One rap to call the meeting to order.
 - b. One rap to reobtain order or to bring accordance with a rule, if necessary, during the course of the meeting.
 - c. To adjourn the meeting.
49. The person who originally made the motion.
50.
 - a. Majority - one more than half.
 - b. Two-thirds vote.
 - c. Plurality - most votes with no provisions regarding majority.
51. The chair should restate the motion, call for the vote and announce the results of the vote.
52.
 - a. Voice vote, or
 - b. If by majority request a physical vote either by rising or show of hands, or
 - c. If by majority request a secret written ballot.
53. A roll call vote means that each member is polled individually as to their vote on a motion and that result is thereby recorded in the minutes. The vote itself may be by voice, by hand or by rising.
54. A subsidiary motion is a motion that helps the organization dispose of the main motion. There are seven types of subsidiary motions in descending order of priority:
 - a. Lay on the table
 - b. Stop debate (previous question)
 - c. Limit or extend debate
 - d. Postpone to a certain time
 - e. Refer to a committee
 - f. Amend
 - g. Postpone indefinitely
55. The chair must assure that all subsidiary motions are disposed of (vote taken, decision made) in order of precedence before there can be a disposition of the main motion.
56. A privileged motion is a motion concerned with the rights of the members of the organization. There are five types of privileged motions in descending order of priority:
 - a. Fix the time in which to adjourn.
 - b. Adjourn.
 - c. Recess.
 - d. Raise a question of privilege.
 - e. Call for the orders of the day.
57. The chair must assure that all privileged motions are disposed of in order of preference before there is a disposition of subsidiary motions or main motions.
58. As a general rule, subsidiary motions and privileged motions require a two-thirds vote for approval.

SECTION E
CONFERENCES

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DECA CONFERENCES

District Leadership Conference, an annual one- or two-day conference for each DECA District; includes competitive activities, leadership workshops, district officer elections, and special student awards; held in the months of November through January.

State DECA Career Development Conference, an annual three-day conference held in February or March; includes state competitive events, leadership workshops, officer selections, special awards.

Western Regional Conference, a special conference held in November. The conference primarily involves leadership workshops and competition for DECA members in the Western Region (13 states) of DECA.

International Career Development Conference, a four-day event held in April-May. Selected delegates from all affiliated associations participate in competitive activities, national awards, leadership workshops, and election of national officers.

STUDENT CONDUCT POLICIES & PROCEDURES

STUDENT CONDUCT POLICIES AND PROCEDURES FOR COLORADO DECA - HIGH SCHOOL DIVISION

Colorado DECA conduct policies and procedures are designed to help maintain high ethical standards and regard for the Colorado Association of DECA.

Contents:

1. Colorado DECA Discipline Policies
2. Colorado DECA Dress Code
3. Colorado DECA Discipline Procedures

COLORADO DECA DISCIPLINE POLICIES

The following conduct policies reflect minimum behavioral standards for Colorado DECA members. The policies are in effect for all delegates who are attending any state or national DECA function. Any violation of these conduct policies shall be considered as misconduct and may be cause for a legitimate complaint to be lodged. The term delegate shall mean any DECA member.

1. Defacing of public property - Any damages to, or loss of, property or furnishings of the properties being utilized for meeting purposes will be paid for by the individual or chapter responsible.
 - A. The first occurrence of damage to property by a DECA member or conduct of a DECA member which causes a legitimate complaint to be lodged will place the individual and/or the chapter on probation for 13 months or until the day after that same conference/activity concludes the following year.
2. Delegates shall keep their adult advisors informed of their activities and whereabouts at all times.
3. Delegates will spend nights at assigned hotel and in assigned room. Conference delegates shall be at their assigned hotel by curfew or immediately following last scheduled event. Failure to do so shall be considered as misconduct and may be cause for a legitimate complaint to be lodged.
4. Members will be prohibited from participation without local supervision provided by the chapter or school. For the conferences/activities, a school district shall designate a sponsor or sponsors for the trip to take the place of the local sponsor.
5. Any occurrence involving the possession or consumption of any alcoholic beverage, narcotics, and/or any controlled substance (drugs) by a DECA member which causes a legitimate complaint to be lodged will result in immediate probation or suspension of the individual(s) involved from state and/or national activities for a period of 13 months.

6. Any chapter on probation in which any member is involved in an occurrence of misconduct-property damage or possession or consumption of alcoholic beverages, narcotics, or any controlled substance (drugs)--during the time of probation that causes a legitimate complaint to be lodged will be suspended.
7. Use of tobacco in any form in public by a DECA member will be considered as misconduct and may be cause for a legitimate complaint to be lodged.
8. Any involvement of violation of dress code will be considered as misconduct and may be cause for a legitimate complaint to be lodged.
9. Any violation of curfew will be considered as misconduct and may be cause for a legitimate complaint to be lodged.
10. Members of the opposite sex are not allowed in sleeping rooms in hotels or motels unless the chapter advisor is present in the room. Any violation of this rule will be considered as misconduct and may be cause for a legitimate complaint to be lodged.
11. Delegates will not be allowed to leave the hotel grounds at any time without adult supervision.
12. Delegates shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an adult advisor.
13. Any misconduct of a State DECA Officer serving in the capacity as state officer will not result in any disciplinary action against the local chapter of which he/she is a member.

NOTE:

- A. Delegates violating or ignoring any of the conduct rules are subject to being penalized or disqualified. Delegates may be sent home immediately at their own expense.
- B. Misconduct is any act which brings criticism or discredit to Colorado DECA and/or the chapter which the member represents.
- C. For the purpose of interpreting these rules, a state or national conference/activity will start at the time a DECA member leaves home and continues until the member returns home.

DRESS CODE FOR LEADERSHIP CONFERENCES

From the time delegates leave their home chapters and until their return and throughout the Leadership Conferences, delegates shall adhere to the following dress code requirements:

During a DECA conference, a DECA sweatshirt or a DECA t-shirt will be allowed only at a social DECA activity. If seen in jeans, students will not be allowed to participate in that activity until they are wearing proper attire. If refusing to change clothing, or if they are seen again in jeans, the participant will no longer be allowed to take part in the scheduled activities.

The New Dress Code follows:

When Appearing before Judges at District and State Conferences

Females

Business suit or blazer with dress skirt or dress slacks and a dress blouse or official blazer with a dress; dress shoes and hosiery/trouser socks

Males

Business suit or blazer with dress slacks, collared dress shirt and necktie; dress shoes and dress socks

DECA General Sessions, Meal Functions

Females

Business suit or blazer with dress blouse and dress skirt or dress slacks or business dress; dress shoes and hosiery/trouser socks

Males

Business suit or sport coat with dress slacks, collared dress shirt and necktie; dress shoes and dress socks

Event Briefing, Manual Registration and Testing

Females

Dress blouse or dress sweater with dress skirt or dress slacks (blazer optional) or business dress; dress shoes, hosiery/trouser socks

Males

Collared dress shirt and necktie with dress slacks (blazer optional); dress shoes and dress socks

DECA Business Casual

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.

Dance Attire

Casual slacks with blouse, or shirt. Shoes are required.

The following are unacceptable during DECA activities:

- Skin-tight or revealing clothing
- Midriff-baring clothing
- Clothing with printing that is suggestive, obscene or promotes illegal substances
- Athletic clothing, t-shirts
- Swimwear
- Jeans

COLORADO DECA DISCIPLINE PROCEDURES

1. All official complaints must be:
 - A. Written and postmarked (or delivered in person) to the State DECA Advisor within ten (10) working days following the conference/activity.
 - B. A legitimate complaint consists of a written, signed statement lodged by a person or persons believing they have evidence to substantiate the complaint. This includes commercial establishments, state ME staff and CSU Teacher Education staff, DECA members, DECA advisors, and other affected persons.
2. The affected individual and/or chapter (chapter advisor, career and technical director, and superintendent of schools) will be notified by letter that an official complaint has been received within ten (10) working days following receipt of the written complaint; they will be notified of the meeting date of the hearing and be requested to attend. Any individual or chapter may elect not to attend the hearing.

NOTE: The affected individual and/or the chapter have the right to counsel.

3. The State DECA Advisor and State Staff will conduct the hearing; the State DECA Advisor will determine the disposition of the complaint.
4. The following action may be taken:
 - A. Case dismissed.
 - B. Letter of reprimand to school administration, career and technical ME instructor, and chapter
 - C. Chapter and/or member may be placed on probation for a maximum of 13 months.
 - D. Chapter and/or member may be placed on suspension for a maximum of 13 months.

The correspondence will be sent by certified mail.

5. The school superintendent, career and technical director, and chapter advisor shall receive in writing the decision of the State DECA advisor within ten (10) working days after the hearing.
6. Within ten (10) working days after receiving the decision, the member or chapter may appeal the decision to the State DECA Advisor in writing.
7. Within ten (10) working days, the State DECA Advisor must inform the member or chapter of the scheduled meeting date of the appeals hearing before an unbiased board. The board will consist of three individuals who are not associated with ME or DECA. Within three (3) working days after the hearing, the decision will be made and presented to the State DECA Advisor.

NOTE: The member or chapter has the right to have counsel present.

8. The State DECA Advisor will inform the member and/or chapter advisor, career and technical director, and the superintendent in writing of the board's decision within ten (10) working days after the decision is made.

NOTE:

- A. Probation shall be interpreted to mean a warning to the individual or chapter. Probation will not eliminate the member or chapter from participation in state or national conferences/activities.
- B. Suspension shall be interpreted to mean that any member and/or chapter will not be allowed to participate in any state or national activity for a period of 13 months. Under suspension, State awards and offices for the individual and chapter for the current year shall be withdrawn.

ACCEPTED PRINCIPLES OF SCHOOL LAW REGARDING STUDENT CONTROL AND TEACHER LIABILITY ON SCHOOL TRIPS, EXCURSIONS, ETC.

1. The very first legal authority of a teacher is the maintenance, by whatever means is appropriate for him/her, of control of his/her students in the classroom.

On a school trip, excursion, or activity whereby a teacher-student relationship exists, the teacher possesses legal authority to enforce rules as though both teacher and student were on school property.

2. Student control is related to the matter of teacher liability.
 - A. Teachers stand in loco parentis (in place of the parent) with respect to the student during the time the student is under control of the school.
 - B. When accompanying students on trips, a teacher must be concerned with his/her measure of responsibility (since the teacher has authority)--adequate supervision is a must. A teacher must exercise "reasonable caution and use an `average' amount of foresight with respect to his/her actions and the actions of students that he/she can anticipate." A teacher should make the parent aware of a trip beforehand by requesting the return of a written consent slip signed by the parent. This document has no "legal out," since the parent cannot sign away the rights of the student to sue for damages in the event of injury. It does, however, indicate that the teacher has planned adequately and acted "in good faith."
3. Teachers and students attend conferences, field trips, etc., purely for their own benefit and advantage; thus control and liability rests with the local school and its agents.

NOTE:

Each school district has established their own requirements on accepted principles regarding student control on school trips which correlated with the accepted principles stated above.

COLORADO DECA DELEGATE (STUDENT) CONDUCT POLICIES AND PROCEDURES

I have read and understand the Student Conduct Policies and Procedures and am fully aware of the information contained therein.

I will not engage in the possession or consumption of any alcoholic beverage, illegal narcotics or weapons in any form at any time, under any circumstances at a DECA conference or activity.

Student Initials

I will not engage in the possession or use of tobacco in any form at any DECA conference/activity.

Student Initials

I will not violate the dress code or curfew at any DECA conference/activity. Delegates shall respect the rights and safety of other hotel guests.

Student Initials

I will not be in a hotel room of the opposite sex unless the chapter advisor is present.

Student Initials

I will not use my car or ride in a car belonging to another to leave the hotel grounds at any time without adult supervisor and proper notice to my advisor.

Student Initials

I will refrain from using inappropriate or profane language at all times

Student Initials

I will refrain from verbal, physical or sexual harassment, hazing or name calling at all times.

Student Initials

NOTE:

A. For the purpose of interpreting these rules, a district, state, regional or national conference/activity will start at the time a DECA member leaves home and continues until the member returns home.

B. Misconduct is any act which brings criticism or discredit to Colorado DECA and/or the chapter which the member represents.

C. Delegates violating or ignoring any of the conduct rules are subject to being penalized or disqualified. Delegates may be sent home immediately at their own expense.

Chapter Advisor

School Principal

Student

Parent or Guardian

**A SEPARATE FORM IS REQUIRED FOR EACH STUDENT ATTENDING STATE AUTHORIZED ACTIVITIES. Duplicate as necessary.

STUDENT AUTHORIZATION-MEDICAL RELEASE-PARENTAL CONSENT FORM

Student Name _____

Name of Organization Colorado DECA

Advisor _____ School Name _____

ADVISOR AUTHORIZATION AND STUDENT PARTICIPATION AT ALL LOCAL, DISTRICT, STATE, AND NATIONAL CTSO ACTIVITIES FOR THE YEAR DESIGNATED BELOW :

Date(s) of Activity: From July 1, 2007 to August 1, 2008

I, the advisor, hereby certify that this student has been authorized to represent our chapter as a participant/delegate and has received instructions concerning the organization rules at state authorized activities.

(Signature of Advisor) (Date)

I, the student, do hereby verify that I have received the above information.

(Signature of Student) (Date)

MEDICAL RELEASE:

I, _____
(Parent's/Guardian's Signature) (Social Security #)

_____ of _____
(Relationship) (Student's Name) (Social Security #)

_____ of _____
(Date of Birth) (Complete home address including ZIP Code)

hereby authorize in advance any necessary medical treatment required for my son/ daughter.
This student is presently under medical care. _____ Yes _____ No

If yes,
explain _____

Date Signed _____ Parent/Guardian Home Phone _____

Medical Insurance Co. _____ Policy

Name of Insured _____

Name of Family Physician

Any allergies, medications, etc.

PARENT/GUARDIAN AUTHORIZATION: I agree not to hold the Colorado Career and Technical Student Organizations, the State Board for Community Colleges and Occupational Education, or any of its agents, liable for any accident, illness, or injury to my son/daughter/ self during participation in any state authorized activity, including travel to and from activity sites.

(Signature of Parent/Guardian if student is under 18 years) (Date)

(Signature of student if student is over 18 years) (Date)

****A SEPARATE FORM IS REQUIRED FOR EACH ADULT ATTENDING STATE AUTHORIZED ACTIVITIES. Duplicate as necessary.**

AUTHORIZATION - MEDICAL RELEASE

NAME _____

—

NAME OF ORGANIZATION Colorado DECA _____

ADDRESS _____

SCHOOL NAME _____

MEDICAL RELEASE

I, _____
(Signature of advisor, teacher or parent) (Social Security #)

hereby authorize in advance any necessary medical treatment required for me.

I am presently under medical care. _____ Yes _____ No

If yes, explain:

Date Signed _____

Home Phone _____

Medical Insurance Co. _____ Policy # _____

Name of Insured _____

Name of Family Physician _____

Any allergies, medications, etc. _____

AUTHORIZATION

I agree not to hold the Colorado Career and Technical Student Organizations, the State Board for Community Colleges and Occupational Education, or any of its agents, liable for any accident, illness, or injury to me during participation in any state authorized activity, including travel to and from activity sites.

This release is for all local, district, state, regional and national CTSO activities for the current school year beginning July 1 and ending August 1.

(Signature of Advisor, Teacher or Parent) (Date - month/day/year)

****A SEPARATE FORM IS REQUIRED FOR EACH ADULT ATTENDING STATE AUTHORIZED ACTIVITIES. Duplicate as necessary.**

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SECTION F
CEREMONIES

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COLORADO DECA OFFICER INSTALLATION AND NEW MEMBER INITIATION CEREMONY

INDIVIDUAL INSTALLATION

The individual installation ceremony takes more time as each officer is installed separately from the others. The individual ceremony might go something like this:

"Members of the _____ DECA Chapter, it is my pleasure to present to you your new officers--duly elected and entrusted with the administration of this organization during the coming year."

Retiring parliamentarian: "You (name of incoming officer) have been chosen by your fellow members as parliamentarian of this chapter. You should be well versed in Robert's Rules of Order, Newly Revised, and be able to settle all questions of parliamentary procedure as they arise. You have been chosen to help continue the tradition of this chapter and to represent our members in a professional manner at all times. If you are willing to assume the responsibilities of this office, please raise your right hand and repeat after me: "I understand fully, the responsibilities of the office of parliamentarian, and hereby promise to accept and fulfill these responsibilities to the best of my ability." Shake hands and have him/her take a seat.

Retiring historian: "You (name of incoming officer) have been chosen by your fellow members as historian of this chapter. You will be expected to keep a complete record of the proceedings of this chapter in the form of a scrapbook through photographs, news articles, videos, etc. You have been chosen to help continue the tradition of this chapter and to represent our members in a professional manner at all times. If you are willing to assume the responsibilities of this office, please raise your right hand and repeat after me: "I understand fully, the responsibilities of the office of historian, and hereby promise to accept and fulfill these responsibilities to the best of my ability." Shake hands and have him/her take a seat.

Retiring reporter: "You (name of incoming officer) have been chosen by your fellow members as reporter of this chapter. You will be responsible for gathering chapter news and reporting it to school and local papers, to our state association and the National DECA Headquarters for possible use in our national publications. It should also be considered as part of your duties to provide continuity for past, present and future events and work with the historian in this area. You have been chosen to help continue the tradition of this chapter and to represent our members in a professional manner at all times. If you are willing to assume the responsibilities of this office, please raise your right hand and repeat after me: "I understand fully, the responsibilities of the office of reporter, and hereby promise to accept and fulfill these responsibilities to the best of my ability." Shake hands and have him/her take a seat.

Retiring treasurer: "You (name of incoming officer) have been chosen by your fellow members as treasurer of this chapter. It is your duty to receive and deposit all chapter funds, pay them out as directed, prepare a budget of proposed expenditures, and collect dues. It is also your responsibility to encourage thrift in the chapter among your fellow members, thus performing an educational function. You have been chosen to help continue the tradition of this chapter and to represent our members in a professional manner at all times. If you are willing to assume the responsibilities of this office, please raise your right hand and repeat after me: "I understand fully, the responsibilities of the office of reporter, and hereby promise to accept and fulfill these responsibilities to the best of my ability." Shake hands and have him/her take a seat.

Retiring secretary: "You (name of incoming officer) have been chosen by your fellow members as secretary of this chapter. As secretary, you will be responsible for the records of this organization and the keeping of accurate minutes. You will also be called upon to carry on all official correspondence. You will keep an accurate list of members and furnish members with membership cards, provided to you by National DECA Headquarters. You should provide the president with a written agenda for each meeting. You have been chosen to help continue the tradition of this chapter and to represent our members in a professional manner at all times. If you are willing to assume the responsibilities of this office, please raise your right hand and repeat after me: "I understand fully, the responsibilities of the office of secretary, and hereby promise to accept and fulfill these responsibilities to the best of my ability." Shake hands and have him/her take a seat.

Retiring vice president: "You (name of incoming officer) have been chosen by your fellow members as vice president of this chapter. They have demonstrated their confidence in your ability to assume the leadership of this organization in the president's absence. It shall be your duty to assist the president whenever called upon to do so and to serve as Chairman of all meetings of this chapter in the absence of the president. You have been chosen to help continue the tradition of this chapter and to represent our member's professional manner at all times. If you are willing to assume the responsibilities of this office, please raise your right hand and repeat after me: "I understand fully, the responsibilities of the office of vice president, and hereby promise to accept and fulfill these responsibilities to the best of my ability." Shake hands and have him/her take a seat.

Retiring president: "You (name of incoming officer) have been chosen by your fellow members as president of this chapter. As president, you will preside over all the meetings of this chapter and will be responsible for our progress during the year. We will look to your leadership in all endeavors. You have been chosen to help continue the tradition of this chapter and to represent our member's professional manner at all times. If you are willing to assume the responsibilities of this office, please raise your right hand and repeat after me: "I understand fully, the responsibilities of the office of president, and hereby promise to accept and fulfill these responsibilities to the best of my ability." Shake hands and have him/her take a seat.

SECTION G

COLORADO



**COMPETITIVE EVENTS
POLICIES &
PROCEDURES**

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FOREWORD

The following sections have been developed to provide each Colorado DECA Chapter with a guide to the major DECA competitive activities which occur throughout the school year in Colorado. Chapter advisors and members should become thoroughly familiar with the contents of the following sections.

In order to increase the opportunities for Colorado DECA members to participate in competitive activities, the information contained in this handbook pertaining to contests and awards will follow national rules where they apply. Complete information for National DECA activities can be found in the National DECA Handbook. Each local chapter should, therefore, have both the Colorado DECA Handbook and the National DECA Guide as a complete reference. The DECA Guide can be purchased from DECA Images, 1908 Association Drive, Reston, Virginia 22091.

Colorado DECA provides an opportunity for its members to develop career and technical understanding, social intelligence, civic awareness, and leadership abilities. The guidelines presented in this handbook are intended to maintain the high quality of this program. Suggestions which would improve this program are always welcome.



COLORADO DECA GENERAL POLICIES & PROCEDURES

1. **Standard Policy:**

Colorado DECA is strictly enforcing the time lines printed on each call to conference. Registration per participant is increased by \$10 when submitted late and is subject to another \$10 per participant fee increase when payment is late. These fees are not negotiable. **PURCHASE ORDERS MAY NOT BE SUBSTITUTED FOR PAYMENT.**

A \$5 fee is assessed for each change that is made to the original registration. A cover letter and amended registration highlighting each change must be submitted to the state advisor. The previous registration information will then be replaced by the amended registration. Verbal changes are not accepted; all changes must be in writing and on the proper forms.

Each school must have their state DECA account at a \$0 balance and all outstanding bills paid within 35 days after the last DECA event or they will be ineligible for participation in further DECA activities until the balance is zero. In addition, those not complying will be assessed an additional unpaid late fee based on the following schedule:

- 50 or fewer paid members - \$200
- 51-100 paid members - \$300
- 101-200 paid members - \$400
- 201-300 paid members - \$500
- 301 or more paid members - \$600

The late fee must also be paid prior to further participation.

If schools choose to join together for any reason, ONE coordinator must be designated as the lead person and be responsible for all paperwork and financial responsibility. Only ONE form and payment will be accepted by Colorado DECA.

There will be no refunds given for any activity. Replacements, where allowed, are subject to the \$5 fee. The only exception will be for students placed by Colorado DECA at the International Conference.

2. The official membership roster and dues must be received by National DECA by the Friday following Columbus Day in October. A late fee will be assessed to those not complying. See the late fee schedule in Item 1 above. The amount of dues to be paid will be the sum of the State DECA dues and the National DECA dues. National DECA dues are \$8, as of Fall, 2005. State DECA dues are \$7 per student, allocated as follows:

\$4.50 State DECA	\$2.00 Insurance	\$.50 Scholarship
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3. Each Chapter's Coordinator must communicate their competition numbers in each respective competency- based participating event to their District Advisory Committee Representative by the set due date following Columbus Day in October. They are to be compiled by the District Representative on the provided "District DECA Membership and Participating Event Report" (G-17) and faxed to the State DECA Advisor by the set due date following Columbus Day in October. Schools and/or Districts not responding will have their total roster equally divided among each of the participating events.

4. Schools missing “postmark” or “received by” deadlines for state-coordinated activities will be assessed a late fee based upon the late fee schedule in Item 1 above.
5. Copies of the Advisory Committee minutes, agenda, and the HOT LINE will be available on the website within **two weeks** of the committee meeting.
6. Any redistricting proposals must be presented by the respective districts involved, or by a designated redistricting committee, at the January meeting of the State DECA Advisory Committee, with the vote to be made at the May meeting.
7. Any proposals dealing with changes for the State DECA Career Development Conference must be presented and voted upon at the May meeting of the State DECA Advisory Committee. A proposal may be submitted at the January meeting, so as to provide more time for consideration by Districts, but it will not be voted upon until the May meeting.
8. All judges for State DECA must:
 - not be a parent or relative of a student competing in the same **contest** (not just the same section) they are judging;
 - be an approved past judge or be recommended by a DECA coordinator;
 - possess extraordinary knowledge in their field and event to be judged;
 - be at least 10 years out of high school or at least five years out of high school and in a managerial or entrepreneurial position;
 - not be scheduled to judge any student they employ;
 - not be a teacher, or staff member, unless they are judging an event in which no one from either their school or their school district is competing.
9. Terms for each District Representative on the Advisory Committee are for two years. A coordinator who has already served one term is ineligible to serve another term unless:
 - they are on the committee in another capacity, (Competitive Events Committee, CMEA President or other similar membership positions);
 - at least one two year term has passed since they last served;
 - mileage is a serious consideration regarding the District’s ability to attend meetings and one school is in an advantageous position in this regard;
 - all schools, but one, in a District have difficulty in obtaining release time to attend meetings;
 - no one else in the District wants to be the Representative and all the District coordinators sign a letter stating such.

DISTRICT LEADERSHIP COMPETITION INCLUDES

Accounting Applications
Apparel and Accessories - 1 level only
Automotive Services Marketing - Individual
Business Law and Ethics Team Decision Making
Business Services Marketing
Buying and Merchandise Marketing Team Decision Making
Financial Analysis Management Team Decision Making
Food Marketing
Hospitality Services Management Team Decision Making Business Services Marketing
Hotel and Lodging Management – Individual
Internet Marketing Management Team Decision Making
Marketing Management
Quick Serve Restaurant Management
Restaurant and Food Service Management
Retail Merchandising - 1 level only
Sports and Entertainment Marketing - Individual
Sports and Entertainment Marketing Team Decision Making
Technical Sales Event
Travel and Tourism Marketing Team Decision Making

HIGH SCHOOL COMPETITIVE EVENT ABBREVIATIONS

INDIVIDUAL SERIES EVENTS

- AAM Apparel and Accessories Marketing Series
- ACT Accounting Applications
- ASM Automotive Services Marketing Series
- BSM Business Services Marketing Series
- FMS Food Marketing Series, Management Level
- HLM Hotel and Lodging Management Services
- MMS Marketing Management Series
- RMS Retail Merchandising Series, Management Level
- RFSM Restaurant and Food Service Management
- SEM Sports and Entertainment Marketing Series
- QSRM Quick Serve Restaurant Management Series

MARKETING RESEARCH EVENTS

- BFR Business and Financial Services Marketing Research Event
- GMR General Marketing Research Event
- HRR Hospitality and Recreation Marketing Research Event
- RMR Retail Marketing Research Event

CHAPTER TEAM PROJECTS

- CMP Creative Marketing Research Project
- LEP Learn and Earn Project
- EPP Entrepreneurship Promotion Project
- PRP Public Relations Project
- CSP Community Service Project

BUSINESS MANAGEMENT AND ENTREPRENEURSHIP EVENTS

- ENPI Entrepreneurship Participating Event (Creating an Independent or Franchising Business)
- ENW Entrepreneurship Written Event
- IMBP Internal Marketing Business Plan Event
- IBP International Business Plan Event

MARKETING REPRESENTATIVE EVENTS

- ADC Advertising Campaign Event
- FMP Fashion Merchandising Promotion Plan Event
- TSE Technical Sales Event

MANAGEMENT TEAM DECISION MAKING EVENTS

- BLMDM Business Law and Ethics
- BMDM Buying and Merchandising Management Team Decision Making
- IMDM Internal Marketing Management Team Decision Making Event
- FMDM Financial Analysis Management Team Decision Making
- HMDM Hospitality Services Management Team Decision Making
- SMDM Sports and Entertainment Marketing Management Team Decision Making
- Making
- TMDM Travel and Tourism Marketing Management Team Decision Making

SPECIAL ACTIVITY

- DQB DECA Quiz Bowl

ONLINE EVENTS

- SMG Stock Market Game
- VBC Virtual Business Challenge
- Sunkist Challenge

COLORADO DECA CONTESTS AND AWARDS

CHAPTER TEAM EVENTS-NATIONAL QUALIFYING

Contest OR Award	District Conference	State Conference	National Conference
Creative Marketing Project	Not a District level Contest	50 or fewer paid members, 2 per chapter 51-100 paid members, 3 per chapter 101-200 paid members, 4 per chapter 201-300 paid members, 6 per chapter	No. of Entries: four per state
Community Service Project	Not a District Level Contest	50 or fewer paid members, 2 per chapter 51-100 paid members, 3 per chapter 101-200 paid members, 4 per chapter 201-300 paid members, 6 per chapter	No. of Entries: four per state
Learn and Earn Project	Not a District Level Contest	50 or fewer paid members, 2 per chapter 51-100 paid members, 3 per chapter 101-200 paid members, 4 per chapter 201-300 paid members, 6 per chapter	No. of Entries: four per state
Entrepreneurship Promotion project	Not a District Level Contest	50 or fewer paid members, 2 per chapter 51-100 paid members, 3 per chapter 101-200 paid members, 4 per chapter 201-300 paid members, 6 per chapter	No. of Entries: four per state
Public Relations Project	Not a District Level Contest	50 or fewer paid members, 2 per chapter 51-100 paid members, 3 per chapter 101-200 paid members, 4 per chapter 201-300 paid members, 6 per chapter	No. of Entries: four per state

MARKETING RESEARCH EVENT-NATIONAL QUALIFYING

Contest OR Award	District Conference	State Conference	National Conference
1. Business & Financial Services Marketing Research 2. General Marketing Research 3. Hospitality & Recreation Marketing Research 4. Retail Marketing Research	Not a District level Contest	50 or fewer paid members, 2 per chapter 51-100 paid members, 3 per chapter 101-200 paid members, 4 per chapter 201-300 paid members, 6 per chapter 301 or more paid members, 6 per chapter	No. of Entries: four per state in each occupational category

INDIVIDUAL SERIES COMPETITION- NATIONAL QUALIFYING

1. Accounting Applications 2. Apparel & Accessories Mktg. 3. Automotive Services Mktg. 4. Business Services Mktg. 5. Food Marketing 6. Hotel & Lodging Management Services 7. Marketing Management 8. Quick Serve Restaurant Management 9. Restaurant and Food Service Management 10. Retail Merchandising 11. Sports & Entertainment Marketing 12. Technical Sales Event	No. of Entries: Will conform to the guidelines based on the paid chapter membership at a date established at the beginning of each school year. State will advise each district advisor as to the number of contestants eligible <u>from each</u> school within the district.	No. of entries: Will conform to the guidelines based on the paid membership of each district. State will advise each district advisors as to the number of contestants per contest eligible to compete from each district.	No. of Entries: five per state per occupational category
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**Conference participation is based on student membership only. Professional and alumni members as not included in this count.*

MANAGEMENT TEAM DECISION MAKING EVENTS

Contest OR Award	District Conference	State Conference	National Conference
Management Team Decision Making 1. Business Law and Ethics 2. Buying and Merchandising Management 3. Internet Marketing Mgmt. 4. Financial Analysis Mgmt. 5. Hospitality Services Mgmt. 6. Sports & Entertainment Mktg. 7. Travel & Tourism Mktg.	No. of Entries: Will conform to the guidelines based on the paid chapter membership at a date established at the beginning of each school year. State will advise each district advisor as to the number of contestants eligible <u>from each</u> school within the district.	No. of entries: Will conform to the guidelines based on the paid membership of each district. State will advise each district advisors as to the number of contestants per contest eligible to compete from each district	No. of Entries: five per state in each occupational category

MARKETING REPRESENTATIVE EVENTS- NATIONAL QUALIFYING

Contest OR Award	District Conference	State Conference	National Conference
Fashion Merchandising Promotion Plan Advertising Campaign	Not a District level Contest	50 or fewer paid members, 2 per chapter 51-100 paid members, 3 per chapter 101-200 paid members, 4 per chapter 201-300 paid members, 6 per chapter 301 or more paid members, 6 per chapter	No. of Entries: four per state

BUSINESS MANAGEMENT AND ENTREPRENEURSHIP EVENTS- NATIONAL QUALIFYING

Entrepreneurship Participating (Creating an Independent or franchising Business)	Not a District level Contest	50 or fewer paid members, 2 per chapter 51-100 paid members, 3 per chapter 101-200 paid members, 4 per chapter 201-300 paid members, 6 per chapter 301 or more paid members, 6 per chapter	No. of Entries: four per state
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SPECIAL ACTIVITY

DECA Quiz Bowl	No. of Entries: One team of four from each school	No. of Entries: One team of four from each district	No. of Entries: One team per state
7-Up Challenge	Not a District Level contest	Not a State level contest	Notification by National DECA
Virtual Business Challenge	Not a District Level contest	Not a State level contest	Notification by National DECA

STATE ONLY EVENTS

Contest OR Award	District Conference	State Conference	National Conference
*Student of the Year	Not a District level Contest	No. of Entries: maximum two from each chapter (must be a senior)	Not a national level contest No. Attending: 1 st Place Student
*State Publicity Manual	Not a District level Contest	No. of Entries: 1 per school	Not a national level contest No. Attending: 1 st Place Team
Program of Work.	Not a District level Contest	No. of Entries: One per school; must be a 100% membership chapter	Not a national level contest No. Attending: Four Teams

*** Suspended for 2008**

GENERAL COMPETITIVE EVENTS

1. All Competitors must have a valid, pictured ID in their possession for all aspects of any competitive event. This would include, but not be limited to, the written test, role plays, interviews, workshops, etc. **Students not having a pictured ID in their possession will not be disqualified, but will not be allowed to compete until they can present one.** The student will lose whatever preparation, presentation, interview or testing time lost while obtaining the I.D. If the total time has passed, the student will be disqualified from that aspect of that event.
 - a. If the student did not bring an ID to State, the student must follow the specific ID verification procedure at the State Conference and keep the ID verification form in their possession throughout the conference or they will not be allowed to compete.
2. Upon arrival at the State DECA Career Development Conference, **denim is inappropriate at all times.**
3. Advisors will complete a dress code violation form and submit to a competitive events committee member before the student leaves the holding area. If the competitive events committee member determines a violation has occurred, the student will lose whatever preparation, presentation, interview or testing time lost while meeting the dress code. If the total time has passed, the student will be disqualified from that aspect of that event.
4. Students arriving late for an event will not be disqualified, unless the current aspect of the event has ended and the judges have left. If the current aspect is still taking place, the student will be allowed to compete. The coordinator in charge will provide the names of late students to the Competitive Events Committee for consideration of disqualification.
5. **Final disqualifications can only be made by the Competitive Events Committee. The coordinator in charge will make the disqualification recommendation.**
 - a. **A request for “special circumstance” consideration in regard to disqualifications must be made by the student and coordinator involved to the Competitive Events Committee within a reasonable amount of time. The Committee will hear from the coordinator in charge, the student’s coordinator and the student and make a decision. The decision of the Committee is final.**
 - b. **Any time a disqualification occurs, the student will incur a score of 02, a reference number will be applied to the situation and a card file kept of each situation to not only help remember the circumstances of that instance, but to help assure consistency.**
6. With the exception of conduct violations resulting in the student being sent home, the student will not be notified of the disqualification. The student will continue with all aspects of their event. This will keep the student occupied and prevent the conduct problems that could result if the student knew he/she was disqualified. The student’s coordinator will receive notice of the reason for disqualification and/or the result of their request for “special circumstance.”
7. All competitors are required to complete two one-hour participating workshops. The student will be penalized 25 points for each workshop not attended. The only exceptions are:
 - A. student participating in two competitive events must attend one workshop;
 - B. student participating in one competitive event and is a candidate for state office must attend one workshop;
 - C. student participating in two competitive events and is a candidate for state office do not have to attend workshops;
 - D. a current state officer does not have to attend workshops

****Students falling under situation a, b, c or d must have a Waiver Form on file by the state registration closing date.**

8. Students may be prescheduled into workshops based upon their respective times for role play 1 and 2. The specific time will be available in the chapter's registration packet.
9. At State Conference, no student may participate in more than 2 competitive events and one State Officer Candidacy. In addition, no more than 1 event may be an Individual Series District Qualifying Role Play Event or Team Decision Making District Qualifying Role Play Event. No student may participate in more than one (1) competency-based event and/or one (1) written event with the exception of Student of the Year. Participation in the Student of the Year Contest will not count toward this two event limitation. In addition, students competing in the DECA Quiz Bowl may not be participating in any other event.
10. Every student attending the Colorado DECA State Conference must be participating as outlined below.
Students must participate in:
 - a. Officer elections by serving as a voting delegate OR
 - b. DECA Quiz Bowl OR
 - c. One (1) Red Event and/or One (1) Blue Event and/or One (1) Gold Event

RED Events

Individual Series Events

Accounting Applications
 Apparel & Accessories Marketing
 Automotive Services Marketing
 Business Services Marketing
 Food Marketing
 Hotel & Lodging Management
 Marketing Management
 Quick Service Restaurant Management
 Restaurant & Food Service Mgmt.
 Retail Merchandising
 Sports and Entertainment Marketing

Management Team Decision Making Events

Business Law and Ethics
 Buying and Merchandising
 Internet Marketing
 Financial Analysis
 Hospitality Services
 Sports & Entertainment Marketing
 Travel & Tourism Marketing

Marketing Representative Events

Technical Sales Event

BLUE Events

Chapter Team Events

Community Service Project
 Creative Marketing Project
 Entrepreneurship Promotion Project
 Learn and Earn Project
 Public Relations Project

Marketing Representative Events

Advertising Campaign Event
 Fashion Merchandising Promotion Plan

Business Management & Entrepreneurship

Internet Marketing
 Entrepreneurship Written
 International Business Plan
 Entrepreneurship Participating

Marketing Research Events

Business and Financial Services
 General Marketing
 Hospitality & Recreation
 Retail Marketing

Other

State Publicity Event (suspended 2007-2008)

GOLD Events

Program of Work
 Student of the Year (suspended 2007-2008)
 State Officer Candidate

Program of Work and Student of the Year are the only two exceptions to the two event rule (one in each category as listed in #9 and clarified in #10).

Individual Series Event winners at the state conference will enter the International DECA conference according to their placings.

11. Qualification for District Competition

All paid DECA members, in good standing with their local chapter are eligible to attend District competition within the following constraints:

- a. Written Events - no District competition
- b. Individual Series Events - It is each district's decision to determine the total number of participants they wish to compete at their respective District Competition. An individual school's number of competitors in each participating event at District will be a proportionate percentage of their competitive numbers in each event as they turned in to the State, the proportionate percentage being the number desired to compete at District divided by the total District DECA population. These specific numbers will be computed in the manner described by the DECA State Office computer program and supplied to each District by the State Office.

12. Qualification for State Competition

In order to be eligible to attend State DECA Career Development Conference, the student must fall within one of the following qualifying categories:

- a. Written Events- Each chapter is eligible to directly enter every written event according to the following schedule:

50 or fewer paid members, 2 per chapter
51-100 paid members, 3 per chapter
101-200 paid members, 4 per chapter
201-300 paid members, 5 per chapter
301 or more paid members, 6 per chapter

- b. Competency Based Participating Events

Each District will be allocated a specific number of state qualifying positions for each of the participating events. This specific number will be based upon each District's proportionate percentage of the number of competitors competing in each event at State. The proportionate percentage being (District DECA population divided by total State DECA population) multiplied by the specific number available to compete at DECA State. These specific numbers will be computed, in the manner described, by the DECA State Office computer program and supplied to each District by the State Office.

- c. State Officer Candidate—See Selection section of this handbook for specific procedures.
- d. Current State Officer
- e. Member of your District's Quiz Bowl Team - see Quiz Bowl section for specific procedures

*If it is necessary to lessen the number of students attending State Conference, in order to meet available lodging space, Non-national written events allocations will be lessened first, Quiz Bowl second, all other events third.

WRITTEN EVENTS

A motion was carried in the May, 2006 advisory board meeting to educate chapter advisors and students of the particular requirements Colorado DECA has with its written projects. In addition to the requirements listed below, students and advisors should refer to the Colorado Competitive Event Checklist sheet (G-15) and follow the requirements listed before the manual will be judged at the State DECA Career Development Conference.

1. Each manual must contain a typed or legibly printed label in the upper right hand corner of the manual cover. The label should contain the name of the contest, name of the student and the name of the school, in that order (top to bottom). Penalty Points: -5
2. An accurate, signed and completed Statement of Assurance must accompany each written event manual. The Statement of Assurance must be hole-punched and be the first page of the manual. It is not, however, an official page of the manual and should not be numbered or counted in the number of pages. Penalty Points - 15
3. Three (3) copies must be submitted at the appropriate deadline (one folio and two stapled or clipped). Penalty Points – Disqualified.
4. The body of all manuals must contain at least 60% of the total maximum page allotment for that manual. For instance, a 30-page manual must contain at least 18 pages of presentable material excluding the appendix and bibliography. The key word is “reasonableness.” If a student has left half of page 15 blank to start a new section on page 16, this is reasonable. To have a lot of pages left blank would not be reasonable. Penalty Points: will not be judged.

The whole intention is to process manuals in an efficient manner and to not waste a judge’s valuable time on a written project where it is obvious little work was done. Thank you for your understanding.

5. If finals are required, no tie breaking procedure is required, because all ties for the last qualifying position will be scheduled into finals. If there are no finals, the tie breaking procedure will occur in the following order:

-written test score or written manual evaluation score before penalty points;

-final role play or oral presentation;

-point by point comparison of written test score or written manual score before penalty points;

-first role play, second role play. Then revert to procedure #7

6. If there is a finals section, the tie breaking procedure will occur in the following order:

-written test score or written evaluation score before penalty points;

-final interview score by evaluation of performance indicators 1, 2, 3, etc.

-procedure # 7

7. Winners will be determined by the following process:

Evaluation score for the written manual

+ Preliminary interview

- Penalty Points

= initial total, from which finalists are determined or if there is only 1 section, from which the final results are determined.

If finals are present then:

Final Interview

= Final total from which final results are determined.

8. Contest headquarters will make the computations to determine the initial total in Procedure #9. Judges will not see nor subtract any penalty points. The judges will receive a list of finalists, without score or ranking.
9. A number **at least equal** to twice the number of national qualifiers will be recognized. All national qualifiers will receive a trophy. Those not qualifying for nationals will receive a medal.
10. Penalty point sheets for written events will not be sent back to chapters for the written manuals that received a penalty point total = 0.
11. *All written events must be submitted to the State office by the official State DECA Registration deadline.
12. Any written event submitted after the State DECA Career Development Conference registration deadline, penalty point assessment date or after the date the written events are judged (which ever comes first) will be disqualified.
13. There will be sections and a finals in any written event with more than 15 competitors. Students from the same chapter should be in different sections, if possible, given the number of sections available.
14. Any student entering the same Written Event at State Conference that they entered during in a previous year, must complete new research and/or redo their event concept. A revision of their previous entry is not acceptable. Violations will be disqualified.
15. Multiple entries in the same event from the same chapter must be entirely different and separate works, both in concept and content. Entries violating this rule will be disqualified.
16. It shall be the responsibility of the State DECA Advisory Committee Chairman and the State DECA Advisor to establish a specific time to penalty point written events. At this meeting the following procedures will be utilized:
 - a. The Chairman will designate one specific person to be responsible for a specific written event;
 - b. The only persons allowed input into a penalty point decision will be this specific designee, the three members of the Competitive Events Committee;
 - c. The only persons allowed to actually assess penalty points will be any of the three members of the Competitive Events Committee;
 - d. If penalty points are assessed, the appropriate page number in the written event will be indicated and one individual assessing the penalty points will initial the penalty point's checklist.
17. Any written event receiving penalty points in excess of fifteen (15) points or 15% of the total available penalty points, whichever is greater, will not be eligible for participation at the State DECA Career Development Conference.
18. At the discretion of the local chapter advisor(s), student substitutions may be made for any written DECA chapter event that qualifies for international competition. These chapter events are Community Service, Creative Marketing, Entrepreneurship Promotion, Learn and Earn, Public Relations, and the Colorado State Only Events, Program of Work and State Publicity. Substitutions will only be permitted for any student(s) **listed and competing** at the State Conference.

STATEMENT OF ASSURANCES

Written Event Statement of Assurances

Research and report writing are important elements of modern business activities. Great care must be taken to assure that the highest ethical standards are maintained by those engaging in research and report writing. To reinforce the importance of these standards, all written entries in DECA's Competitive Events Program must submit this statement as part of the entry. The statement must be signed by the DECA member(s) and the chapter advisor.

I understand the following requirements are set forth by DECA Inc. for all Competitive Event entries containing a written component. These requirements are additional to the general rules and regulations published by DECA Inc. By signing this statement, I certify that all are true and accurate as they relate to this entry.

1. The contents of this entry are the results of my work or, in the case of a team project, the work of current members of this DECA chapter.
2. No part of this entry has previously been entered in competition.
3. This entry has not been submitted in another DECA Competitive Event.
4. Credit for all secondary research has been given to the original author through the project's bibliography, footnotes or endnotes.
5. All activities or original research procedures described in this entry are accurate depictions of my efforts or, in the case of team projects, the efforts of my team.
6. All activities or original research described in this entry took place during this school year or the timeline specified in the Event Guidelines.
7. I understand that DECA has the right to publish all or part of this entry. Should DECA elect to publish the entire entry, I will receive an honorarium from DECA. Chapters or individuals with extenuating circumstances may appeal the right to publish the entry to the executive committee of the board of directors prior to submission of the project for competition.

*This statement of assurances must be signed by all participant's, chapter advisor and submitted with the entry
Or the entry will be given 15 penalty points.*

Participant's Name

Participant's Name

Participant's Name

Print /Type Name(s)

Competitive Event Name/School/State

To the best of my knowledge, I verify that the above statements are true and that the student's (students') work does not constitute plagiarism.

Chapter Advisor _____

Hole punch and place in front of the written entry. Do not count as a page.

INDIVIDUAL SERIES EVENTS

Individual Series Events Written Test

1. Written tests will be color coded by event. It is the student's responsibility to make sure they take the correct test. Students taking the wrong test will not be allowed to retake the correct test and will be disqualified.
2. The written test answer sheet or scantron must be filled out with a #2 pencil. The student must provide their own pencil. Written tests taken with something besides a #2 pencil will not be scored. Students not possessing a #2 pencil will be allowed to leave to get one, but will lose whatever time is lost in this process.
3. The use of a basic calculator (not scientific) is allowed in both the written test and in the role-playing portion of the competency-based participating event. The student will be provided a battery-powered calculator.
4. Students may not talk to one another, look at another's answer sheet, share a pencil or a calculator. The penalty will be disqualification.

Individual Series and Team Event Role Plays

1. Students will be prescheduled into Role Play 1 and Role Play 2. Students from the same school will compete at the same time, in different sections. The students prescheduled times will be in the chapter's registration packet or emailed before the conference.
2. Students may not converse during the preparation time. The penalty will be disqualification.
 - a. Students are not allowed to exit the contest area with any contest materials they were given or have created.
3. Students may not utilize any pre-prepared materials (anything created prior to the scheduled preparation time) during the event. Anything that is appropriate for the contest that the student chooses to utilize for their role play must have been created entirely during the preparation period. In the individual and team role play events, the student(s) may only take into prep the following items: portfolio, black lead pencils, black or blue pens, blank or lined white or yellow paper. The portfolio may only be used as a professional way to carry the appropriate supplies. It may not be utilized to facilitate display or as a prop. Specifically excluded are: briefcases, calculators, cell phones, purses, rulers, typed materials or pre-made materials. If any of these excluded items are built into the portfolio they must be removed prior to competition. If a violation is detected prior to the student's using the pre-prepared material in the actual role play, it will be confiscated. If a violation is not detected until after the student has utilized the pre-prepared material in the actual role play, the penalty will be disqualification. All disqualifications will be determined by the Competitive Events Committee.
 - a. Students will flow into the preparation and contest areas in a group. When students are seated for preparation, the time will be noted by the coordinator in charge. Students will be allowed at least 10 minutes preparation time or longer if so designated in the event.
4. After they have competed, students are not allowed to share contest information, either written or oral, with any coordinator or student, until the completion of that contest session. The penalty will be disqualification of all parties involved.
5. Preliminary section totals and rankings are determined by the total of the written test, Role Play 1 and Role Play 2.
6. Only students qualifying for the finals will participate in finals on the morning of the third day of the conference.
7. The number of students making the finals will be between 10 & 25, specifically determined by what number is generated with an equal number chosen from the rankings within each individual preliminary section.
8. Tie breaking procedure:

- a tie breaker in a preliminary section is not necessary because all ties for the last qualifying position, in a preliminary section, are placed into finals.
9. Finalists, in each event, will be announced at a “Top Performers” Awards ceremony, the morning of the third day of competition. As soon as so designated, Finalists will be released to their Finals location to receive their designated Finals time.
 10. Also receiving recognition at the “Top Performers” Awards ceremony will be:
 - a. the student receiving the highest written test score in each event, not otherwise qualifying for Finals.
 - b. the top 2 or 3 (determined by event size) overall scores that did not make the finals.
 11. All “Top Performers” with the exception of the Finalists will receive an award, at the “Top Performers” Awards. The nature of the award will be determined by the Competitive Events Committee and the State DECA Advisor. It may be a plaque, medal or trophy.
 12. The totals and ranking for the finals are determined by the total of the same written test and the Final Event (FE).
 13. Tie breaking procedure: In the finals, ties will be broken in the following order:
 - FE score;
 - Evaluation point #1, #2, #3, etc;
 - Role Play 1;
 - Role Play 2;
 - Evaluation point #1, #2, etc., in E1;
 - Evaluation point #1, #2, etc., in E2;
 14. All Finalists will be recognized at the Awards Ceremony and receive a medal. They will be recognized in placing order from bottom to top, with those qualifying for Nationals also receiving a trophy.

QUIZ BOWL

1. Each district is eligible to enter one Quiz Bowl team.
2. The team will be composed of 1-4 designated chapter members. The specific four members of the team may not be changed after the first match.
3. The designated team members may be Sophomores, Juniors or Seniors, **but may not be entered in any other competitive event or be serving on the State Officer Selection Committee.**
4. The State Quiz Bowl event will follow the National Guidelines pertaining to length of each match (10 minutes), subject matter of questions (business knowledge, DECA knowledge and parliamentary procedure) and all other matters unless specifically altered in this section.
5. The State Quiz Bowl event will be a double elimination bracket, with the quarter-finals, semi-finals and finals being held on the morning of the last day of the Conference.
6. It is the responsibility of each team to find out the time and place of their next match.
7. If a team's opponent is not present at the schedule time, the match will begin as usual. If the missing team arrives late, they will not be disqualified, but will only have the remaining time available to accumulate points.
8. The initial team brackets will be aligned by a random drawing or testing.
9. The Quiz Bowl will be open to all for observation.
10. Quiz Bowl participants are required to attend two workshops, as any other competitor, the difference being they will not be prescheduled into workshops, but rather may attend any two, as determined by their competition schedule.

SECTION H

COLORADO



**STATE ONLY
COMPETITIVE EVENTS
GUIDELINES**

PROGRAM OF WORK

- **PURPOSE**

The purpose of the Program of Work competitive event is to provide a chapter the means to plan, execute and evaluate a years worth of projects in line with the goals of DECA. This competitive event will provide the opportunity for the students to learn the process of developing and carrying out a business plan. This contest is unique in the fact that a chapter will provide a written plan with supporting documentation and an oral presentation.

The Program of Work Contest provides an opportunity for chapter members to

- allow members to plan activities based upon goals and utilize these goals as a chapter management tool in diverse areas of the community, school, and the marketing curriculum.
- create a source of documentation to verify the work and projects completed by a chapter.
- provide the chapter with a permanent document of its many projects for the year. This document could be used as a public relations tool by the chapter (IE: parents night, administration, advisory committee, etc.)
- use an outline as an organizational tool to plan and execute projects.
- enhance group dynamics.
- encourage DECA members to plan projects and activities relating to the 9 goals of DECA.

- **PROCEDURE**

The Program of Work event is a learning activity designed to encourage all DECA chapters to plan and implement well-rounded and diversified projects and activities related to the goals and standards of DECA.

- The project consists of two major parts: a written component with supporting documentation and an oral presentation by chapter members. The written document will account for 220 points and the oral presentation will account for 80 points for a total of 300 points.
- This project is for the entire DECA chapter: One to three chapter representatives may participate in the oral presentation. All chapter representatives must present the projects to the judges. Each chapter representative must respond to questions.
- The written entry must be limited to 50 numbered pages, excluding the title page, table of contents and list of chapter membership.
- The Written Event Statement of Assurances must be signed and submitted with the entry. Do not include it in the page numbering.
- The oral presentation may be a maximum of 20 minutes in length. The first 15 minutes will include an explanation and description of the projects followed by 5 minutes for the judge's questions. 10 minutes is then allowed for the judges to score the oral presentation.

- **SKILLS DEVELOPED**

The participants will demonstrate skills described by the performance indicators for general marketing as well as learn/understand the importance of:

- leadership development- the ability to use leadership skills to enhance the development of the complete DECA chapter in the local school and community.
- communication skills – the ability to exchange information and ideas with others through writing, speaking and listening.
- production skills – the ability to take a concept from an idea and make it real.
- teamwork – the ability to plan, organize and conduct a series of chapter projects.
- priorities/time management- the ability to determine priorities and manage time commitments and deadlines.

- budgeting skills – the ability to understand the implementation of a working chapter budget to cover the costs of chapter activities.

The written document is the complete description and documentation of the projects chosen for the Program of Work competition. This document will consist of a written account of how the projects were executed including: The name of the goal and project(s), the purpose and description of the project(s), the details of planning and time framework, publicity and budget, evaluation of the project and learning outcomes. At the conclusion of each goal, the chapter will then provide no more than two pages of documentation which could include but is not limited to any of the following: pictures, brochures, articles, and letters. All activities claimed must take place from the close of the previous State CDC until the registration deadline of the Program of Work project.

The oral-participating component of the program of work will be conducted at the State DECA Career Development Leadership Conference and may involve the participation of 1 to 3 chapter members. Major emphasis of the oral-participating component will be placed on explaining the procedures utilized in developing, implementing, and evaluating the projects completed that are a part of the Program of Work document.

- **GUIDELINES FOR THE FORMAT OF THE WRITTEN ENTRY**

The written entry must follow these specifications. Refer also to the Written Entry Checklist and the Project Evaluation form.

Title page. The first page of the written entry is the title page, which will not be numbered and will list the following in order:

- PROGRAM OF WORK
- Name of DECA Chapter
- Number of paid DECA Members
- Name of High School
- School Address
- City/State/ZIP
- Date

The title page will not be numbered

Table of Contents. The table of contents should follow the title page. It must list every heading of every section and include the title of the goal and the name of the project that corresponds to that goal and the page on which that section starts. The table of contents may be single-spaced and may be one or more pages long. The page(s) will not be numbered.

List of Chapter Members. The third page is a complete list of the current chapter members. The list of chapter members will not be numbered.

Body of the written entry. The body of the written entry starts with section I, Description of the procedures used and membership participation in planning the program of work process and continues in the sequence outlined here. The first page of the body is numbered 1 and all following pages are numbered in sequence throughout the total document.

- I. Description of the Program of Work process.
 - A. Description of the procedures used and membership participation in planning the Program of Work process.
 - B. Utilization of chapter standards.

Details how the local chapter operates, suggested topics to cover could include but is not limited to: officer elections, minutes of regular chapter meetings, a chapter constitution, and appearances before civic or trade groups, recruitment activity.

II. Description of the chapter projects and supporting documentation.

Chapters are to choose and complete a project(s) that directly relates to each of the 9 goals of DECA as listed in items 1-9 below. Each project description must include the following:

- A. The name of the goal and project(s)
- B. The purpose and description of the project(s)
- C. The details of planning and time framework
- D. Publicity and budget
- E. Evaluation of the project and learning outcomes
- F. Supporting documentation

Do the above (A-F) for each of the following 9 goals:

- 1. The development of leadership characteristics.
- 2. The development of a greater understanding of our free, competitive, enterprise system.
- 3. The participation in civic and/or community activities.
- 4. The development of high ethical standards in personal and business relationships.
- 5. The development of a greater awareness of career opportunities in marketing and management.
- 6. To develop an appreciation of the responsibilities of citizenship through a benevolent activity.
- 7. To develop social and business etiquette.
- 8. To develop self-confidence and/or self-acceptance.
- 9. Create your own goal as it relates to the needs of the individual chapter.

III. Overall Learning Outcomes of the Program of Work Process.

• **CHECKLIST STANDARDS**

In addition to following the outline above, when preparing the written entry, you must observe all of the following rules. The purpose of these rules is to make competition as fair as possible among all chapters. Refer to the Written Entry Checklist.

- 1. The Written Event Statement of Assurances must be signed and submitted with the entry or the entry will receive 45 penalty points.
- 2. The entry must be submitted in an official DECA 3-ring binder (not a DECA folio). Binders are available from DECA images (DSBND). No markings, tape or other material should be attached to the binder.
- 3. Sheet protectors must be used.
- 4. The body of the written entry must be limited to 50 numbered pages, excluding the title page, membership roster, and table of contents.
- 5. The pages must be numbered in sequence, starting with the description of the procedures used and membership participation in planning the Program of Work process and ending with the overall learning outcomes.
- 6. Major content of the written entry must be at least double-spaced (not space-and-a-half). The title page, list of chapter members, table of contents, footnotes, long quotes (more than three typed lines), materials in tables, figures, exhibits, lists, headings, sample letters, forms, etc., may be single-spaced.
- 7. The entry must be typed/word processed (not handwritten). Only material in exhibits and chapter-created artwork, charts and graphs may be handwritten. Handwritten corrections to

- typed text will be penalized. (Judges will be instructed to ignore attempts to achieve a competitive advantage due to the quality of word-processing equipment available.)
8. All material must be shown on 8½ -inch x 11-inch paper. Pages may not fold out to a larger size. No extraneous information may be attached to the pages and tabs may not be used.
 9. Photographs, newspaper articles, letters, and examples of posters, flyers and other illustrations used to enhance the credibility of the project(s) are permitted in the supporting documentation section only.
 10. An activity can be used in no more than one goal. (Judges will be instructed to give a score of zero for activities that appear in the document the second time.)
 11. The entry must follow the sequence outlined. No sections may be added. Sections not included will be given a zero scores by the judge. Page numbers of the sections must appear in the table of contents. Each section must be titled.

- **PRESENTATION GUIDELINES**

1. Prior to the presentation, the judge will evaluate the written entry. The major emphasis of the written document is on the content and supporting documentation. Drawings, illustrations and graphic presentations (where allowed) will be judged for clarity and the value that they answer the question; “did this project happen as written?” not artistic value.
2. The chapter representatives will present the projects to the judge in a 20-minute presentation worth 80 points. (See presentation Judging.)
3. The presentation begins immediately after the introduction of the chapter representatives to the judge by the adult assistant. Each chapter representative must take part in the presentation.
4. The chapter representatives will spend not more that 15 minutes, at the beginning of the presentation, describing a minimum of 1 and a maximum of 3 of the projects that make up their Program of Work, their process in planning and executing a plan to complete those projects and an evaluation of each. Each chapter representative may bring a copy of the written entry and refer to it during the presentation. Notes in the margin or on the back of the report pages are acceptable on the participants’ copies only. No note cards may be used.
5. The judge will spend the remaining 5 minutes questioning the chapter representatives. (See Presentation Evaluation Form.) Each chapter representative must respond to at least one question posed by the judge.
6. The chapter representatives may use as visual aids only material mounted on poster/presentation board. Only visual aids that can be easily carried to the presentation by the actual participants will be permitted, and the participants themselves must set up the visuals. Chapter representatives are allowed to make use of a personal or lap top computer and/or a hand held digital organizer they provide. No set-up time will be allowed. No sound may be used. If chapter representatives use a personal computer, they must bring their own battery power pack, as electrical power will NOT be supplied. No other materials may be brought to or used during the presentation by the chapter representatives.
7. No material of any kind may be passed to the judge.
8. If any of these rules are violated, the judge must notify the adult assistant.

- **WRITTEN ENTRY JUDGING**

Please familiarize yourself with all of the guidelines before starting to evaluate the written entry. Penalty points (see the Written Entry Checklist) have already been assessed. The Written Entry Evaluation Form follows the outline shown in the section entitled Guidelines for the Format of the Written Entry, which explains in greater detail what should be discussed in each section. As you read, ask yourself, “Does the writer sound knowledgeable? Is the writer communicating clearly?”

The judge should complete the Written Entry Evaluation Form making sure to:

- i. Place the name and identification number label on the scantron sheet (unless it has been done for you)

- ii. Fill in the appropriate score for each section
- iii. Write the score given in the space provided at the right. No score filled in or extended means that the project will receive a zero for that area.
- iv. Ignore attempts to achieve a competitive advantage due to the quality of word-processing equipment available.
- v. Double check to insure that you have scored each category.
- vi. Enter a score of zero when a project is presented in the document a second time.
- vii. Total your score. Double check your addition.

A maximum score of “Exceeds Expectations” in any category means that, in your opinion, the information presented is effectively and creatively; nothing more could be expected of a chapter.

A “Meets Expectations” rating means that the information is presented well. Though there may be a few minor problems or omissions, they are not significant. Creativity, however, is not shown to any great degree.

A “Below Expectations” score means that the information presented does not meet minimum standards of acceptability.

A “Little/No Value” score means either that some major flaw has been noted that damages the effectiveness of the project (this may be a major omission, a serious misstatement, poor writing or any other major flaw) or that the information presented is of no value (does not help the project at all).

It may help to go through several entries before actually starting to score the entries. Take notes on a separate piece of paper if you wish to ask the writer about specific areas of the written entry during the presentation.

- **PRESENTATION JUDGING**

Chapter representatives will make a 20-minute presentation to you. You may refer to the written entry, or to your notes, during the presentation.

During the first 15 minutes of the presentation (after introductions), the chapter representatives will describe the activities that make up the total Program of Work process. Allow the chapter representatives to complete this portion without interruption, unless you are asked to respond. Each chapter representative must take part in the presentation.

During the final 5 minutes, you may question the chapter representatives. The first three questions must be based on the Presentation Evaluation Form (parts II, III, IV). You must address at least one question to each chapter representative. To insure fairness, you must ask each group of chapter participants the same three questions:

1. Question on the rationale for selecting the projects.
2. Question on the planning, organizing and implementation of projects
3. Question on the evaluation and recommendation for future projects.

These questions should be prepared following the written entry evaluation but before the presentation begins.

After asking the three questions, you may ask any other questions that seem appropriate, based on your notes or on the written entry itself (to which you may refer during the presentation).

At the conclusion of the presentation, thank the chapter representatives. Then complete the Presentation Evaluation Form, making sure to record a score for all categories. Maximum score for the presentation is 80 points.

CHAPTER _____

	Checked	Penalty Points Assessed	Page No.
1. The Written Event Statement of Assurances must be signed and submitted with the entry	_____	45	_____
2. Official DECA Binder (not DECA folio)	_____	15	_____
3. Use of sheet protectors (Sheet protectors must be used)	_____	15	_____
4. Limited to 50 numbered pages (plus title page, membership roster and table of contents).	_____	15	_____
5. All pages numbered in sequence starting with the Description of the procedures used and membership participation in planning the Program of Work-Chapter of the Year process and ending with Overall Learning Outcomes	_____	15	_____
6. Major content of the written entry must be at least double-spaced (not space-and-a-half). The title page, list of chapter members, table of contents, footnotes, long quotes (more than three typed lines), materials in tables, figures, exhibits, lists, headings, sample letters, forms, etc., may be single-spaced	_____	15	_____
7. Entry must be typed/word processed. Charts and graphs may be handwritten. Handwritten corrections will be penalized.	_____	15	_____
8. No foldouts, attachments, tabs used Paper is 8½ inches x 11 inches	_____	15	_____
9. Decorative artwork or desktop publishing techniques may Be used throughout the manual. Photographs, newspaper articles, letters, and examples of posters, flyers and other illustrations used to enhance the credibility of the project(s) are limited to the supporting documentation sections only	_____	15	_____
10. Entry follows sequence outlined in guidelines (Title page, Table of Contents, List of Chapter Members, Description of the procedures used and membership participation in planning the Program of Work process, Written description of chapter projects and supporting documentation for each goal, Overall Learning Outcomes)	_____	15	_____
Total Penalty Points Assessed		_____	

PROGRAM OF WORK
Project Evaluation Form

		Chapter				
		Judge Expectations	Exceeds Expectations	Meets Expectations	Below Value	Little/No Score
I.	Description of the Program of Work process					
A.	Description of the procedures used and membership participation in the planning the Program of Work process	10-8	7-5	4-3	2-0	_____
B.	Utilization of Chapter Standards	10-8	7-5	4-3	2-0	_____
II.	Description of chapter projects and supporting documentation					
1.	The development of leadership characteristics					
A.	Name of goal and project					
	No point value given					
B.	The purpose and Description of the project	4	3	2	1-0	_____
C.	Details of planning	4	3	2	1-0	_____
D.	Publicity and budget	4	3	2	1-0	_____
E.	Evaluation and learning Outcomes	4	3	2	1-0	_____
F.	Supporting Documentation	4	3	2	1-0	_____
2.	The development of a greater understanding of our free, competitive enterprise system					
A.	Name of goal and project					
	No point value given					
B.	The purpose and description of the project	4	3	2	1-0	_____
C.	Details of planning	4	3	2	1-0	_____
D.	Publicity and budget	4	3	2	1-0	_____
E.	Evaluation and learning Outcomes	4	3	2	1-0	_____
F.	Supporting Documentation	4	3	2	1-0	_____
3.	The participation in civic and/or community activities					
A.	Name of goal and project					
	No point value given					
B.	The purpose and description of the project	4	3	2	1-0	_____
C.	Details of planning	4	3	2	1-0	_____
D.	Publicity and Budget	4	3	2	1-0	_____
E.	Evaluation and learning Outcomes	4	3	2	1-0	_____
F.	Supporting Documentation	4	3	2	1-0	_____
4.	The development of high ethical standards in personal and business relationships					
A.	Name of goal and project					
	No point value given					
B.	The purpose and description of the project	4	3	2	1-0	_____
C.	Details of planning	4	3	2	1-0	_____
D.	Publicity and budget	4	3	2	1-0	_____
E.	Evaluation and learning Outcomes	4	3	2	1-0	_____
F.	Supporting Documentation	4	3	2	1-0	_____

5.	The development of a greater awareness of career opportunities in marketing and management					
A.	Name of goal and project					
	No point value given					
B.	The purpose and description					
	of the project	4	3	2	1-0	_____
C.	Details of planning	4	3	2	1-0	_____
D.	Publicity and budget	4	3	2	1-0	_____
E.	Evaluation and learning					
	Outcomes	4	3	2	1-0	_____
F.	Supporting Documentation	4	3	2	1-0	_____
Subtotal, written evaluation page 1						_____

Project Evaluation Form

CHAPTER _____

		Judge Expectations	Exceeds Expectations	Meets Expectations	Below Value	Little/No Score
6.	To develop an appreciation of the responsibility of citizenship through a benevolent activity					
	A. The purpose and description of the project					
	B. Details of planning	4	3	2	1-0	_____
	C. Publicity and budget	4	3	2	1-0	_____
	D. Evaluation and learning Outcomes	4	3	2	1-0	_____
	E. Supporting Documentation	4	3	2	1-0	_____
7.	To develop social and business etiquette					
	A. The purpose and description of the project					
	B. Details of planning	4	3	2	1-0	_____
	C. Publicity and budget	4	3	2	1-0	_____
	D. Evaluation and learning Outcomes	4	3	2	1-0	_____
	E. Supporting Documentation	4	3	2	1-0	_____
8.	To develop self-confidence and/or self-acceptance					
	A. The purpose and description of the project					
	B. Details of planning	4	3	2	1-0	_____
	C. Publicity and budget	4	3	2	1-0	_____
	D. Evaluation and learning Outcomes	4	3	2	1-0	_____
	E. Supporting Documentation	4	3	2	1-0	_____
9.	Plan your own					
	A. The purpose and description of the project					
	B. Details of planning	4	3	2	1-0	_____
	C. Publicity and budget	4	3	2	1-0	_____
	D. Evaluation and learning Outcomes	4	3	2	1-0	_____
	E. Supporting Documentation	4	3	2	1-0	_____
III.	Overall learning outcomes	20-16	15-11	10-6	5-0	_____
	Subtotal, written evaluation page 2					_____
	Subtotal, written evaluation page 1 (previous page)					_____
	Written Entry Total Points (maximum 220)					_____

PROGRAM OF WORK

Written Entry Presentation Evaluation Form

CHAPTER _____

		Exceeds Expectations	Meets Expectations	Below Expectations	Little/No Value	Judge Score
I.	Opening Presentation	30-22	21-15	14-7	6-0	_____
II.	Question on the rationale for selecting the projects	10-8	7-6	5-3	2-0	_____
III.	Question on planning, organization and implementation of projects	10-8	7-6	5-3	2-0	_____
IV.	Question on evaluation and recommendation for future projects	10-8	7-6	5-3	2-0	_____
V.	Overall impression of the projects	20-18	16-12	10-6	3-0	_____

Presentation Total Points (maximum 100 points): _____

RECAP: WRITTEN ENTRY (220): _____

ORAL PRESENTATION (80): _____

SUBTOTAL (300): _____

LESS PENALTY POINTS: _____

TOTAL SCORE: _____

STUDENT OF THE YEAR (Suspended for 2007-2008)

- **PURPOSE**

To encourage the highest degree of student involvement in each of the four points depicted by the DECA Diamond: Leadership Development, Social Intelligence, Civic Consciousness and Vocational Understanding.

- **DESCRIPTION**

The Student of the Year Event is a learning activity designed to encourage seniors enrolled in Marketing Education to become well-rounded DECA members dedicated to the purposes of DECA. Students will demonstrate this dedication by participating in activities and projects related to the four points of the DECA diamond. This event has a written component with supporting documentation and an oral-participating component.

The written documentation is the complete description of the projects, activities and involvement of the student as pertained to each of the four points of the DECA Diamond. This document will be submitted by the close of registration at the current year's State DECA Career Development Conference. This document will consist of a written account of selected activities which describes the extent of the student's participation and dedication to all aspects of DECA. At the conclusion of each written account, the student will provide documentation, which could include but is not limited to any of the following: pictures, brochures, letters, articles and official school documents.

The oral-participating component of the event will be conducted at the DECA State DECA Career Development Conference. Major emphasis of the oral-participating component will be placed upon explaining the student's involvement in DECA and the relationship of the documented activities to the four points of the DECA Diamond.

- **AWARDS**

The top six students will be announced on stage prior to the conclusion of the awards ceremony at the State DECA Career Development Conference. The first, second and third place winners of the Colorado DECA Student of the Year will be recognized with trophies, fourth through sixth will be given honorable mention medallions. The first place winner of Colorado DECA Student of the Year will be awarded a \$750.00 scholarship provided that the participant submits a completed copy of the DECA scholarship application form at the published state registration deadline. (Scholarship money must be used within the same calendar year or forfeited. Special arrangements may be made by the State DECA Advisor, but are not guaranteed.)

- **SPECIFICATIONS**

The written entry must follow these specifications. Refer to the checklist and the evaluation form.

The period of time for which points may be claimed shall be 30 days prior to the close of the last State DECA Career Development Conference to the start of the current year's State DECA Career Development Conference.

- **Title Page:**

The first page of the written entry is the title page designed by the student, it is to include, but is not limited to:

- Name of student

- Name of the DECA chapter
- Name and address of the high school
- Date

The first page of the Written Entry (Title Page) is numbered 1 and all following pages are numbered in sequence continuing through Section IV.

- Table of Contents

The second page is the table of contents, which must list every heading of every section and will include the activity and corresponding page number for that activity covered in that particular section. The table of contents may be single spaced and may be one or more pages long.

- Body of the Written Entry

The body of the written entry begins with Section I, Leadership Development and continues in the sequence outlined here.

Follow this outline as you write your entry. Points for each section are included on the Written Entry Evaluation Form. Each section must be titled. For each activity or item listed, a written explanation must be included followed by supporting documentation including the date the activity happened when applicable.

- Section I. Leadership Development
Activities and items to include, but not limited to:
- DECA or other offices held
 - DECA or other leadership conferences attended
 - DECA competitive events entered and placed in
 - DECA recruitment activities participated in
 - Other activity to prove leadership development of the student
- Section II. Social Intelligence
Activities and items to include, but not limited to:
- DECA social activities participated in
 - DECA recreational activities participated in
 - DECA or other business functions participated in
 - Participation in local employer/employee appreciation function
 - Other activity to prove an understanding of social intelligence
- Section III. Civic Consciousness
Activities and items to include, but not limited to:
- DECA civic activities participated in
 - Participation with a local civic organization
 - DECA or other business and professional meetings participated in
 - Active participation in the local community
 - Other activity to promote civic consciousness
- Section IV. Vocational Understanding
- Description of local DECA training station
 - Work evaluation by training sponsor
 - Statement of career and technical (vocational) objective
 - Participation in local Marketing Education classes
 - Overall scholastic standing

- **CHECKLIST STANDARDS**

In addition to following the outline above, when preparing the written entry, the following rules must be observed. The purpose of these rules is to make competition as fair as possible among all students. Refer to the Entry Checklist.

- Entry must be submitted in an official DECA Competitive Event Notebook (not a DECA Written Event folio). Competitive Event Notebooks are available from DECA Images (DSBND-1 or DSBND). No markings, tape or other material should be attached to the binder.
- Sheet protectors must be used.
- All pages are numbered in sequence beginning with the title page and ending with the last page of the written entry.
- The written entry must be limited to 100 pages; this includes title page and table of contents.
- No more than 50 sheet protectors may be used.
- Foldouts, attachments, paste-ups, photographs, etc., may be used. All materials must be enclosed in the sheet protectors.
- The written description of activities must be typewritten or word-processed. The major content of the written portion must be at least double-spaced (not space-and-a-half). Documentation, figures, exhibits, headings, lists, captions, etc., may be single-spaced.
- Color is acceptable throughout the document.
- The entry must follow the sequence outlined.

- **GUIDELINES FOR THE PARTICIPANT INTERVIEW**

- The interview will be limited to 30 minutes or less.
- The interview will account for 50 points
- The interview begins immediately after the introduction of the student to the judges by the adult assistant. Prepared notes may be used, however, no additional visual aids are allowed.
- The first 15 minutes of the interview will focus on an explanation by the student of how DECA has benefited their life and the impact it will have on their future. During this time the judge may ask you questions to further their understanding of your involvement in DECA.
- The balance of the interview will involve the participant responding to questions posed by the judges. These questions will focus on the following marketing concepts.
 - Knowledge of the free enterprise system
 - Understanding of competition
 - Appreciation of profit motive
 - Relationship of the above to the DECA Creed and philosophy
 - Understanding of each of the four points of the DECA diamond

- **JUDGE'S INSTRUCTIONS**

The purpose of selecting a Colorado DECA Student of the Year is to encourage the highest degree of student involvement in each of the four points depicted by the DECA Diamond: Leadership Development, Social Intelligence, Civic Consciousness and Vocational Understanding. The student will demonstrate their involvement with a written entry and an interview.

- **JUDGING THE WRITTEN ENTRY**

Selecting the Student of the Year is a process that begins by familiarizing yourself with ALL of the guidelines before starting to evaluate the written entry. Penalty points have already been assessed and should have no influence on you as you proceed in the process. Your job is to complete the Written Entry Evaluation Form. As you evaluate the written entry:

- Carefully read each section and fill in the appropriate score for each.
- Ignore attempts to achieve a competitive advantage due to the quality of word processing or computer equipment available to the student.
- Double-check to insure that you have scored every category.
- Total the score and double-check for any mathematical errors.

The Written Event Evaluation Form will explain in greater detail what is expected in each of the sections. As you read, ask yourself, “Is this thy type of participation and quality of work expected of a state student of the year? Is it realistic? Did the contestant have complete involvement in the planning, executing and evaluation of the activity?” Ultimately you must decide is this the best DECA student in the State of Colorado.

A maximum score, “Exceptionally Well Done,” means that, in your opinion, the information given is presented in an effective, creative way; In effect, nothing more can be expected of a student of this caliber, the material is presented in an imaginative way.

A “Well Done” rating means that the information was presented well. Though there may be a few minor problems or omissions, they are not significant. Creativity, however, is not shown to any great degree.

An “Adequately Done” score means that the information is presented adequately. It meets minimum standards of acceptability.

A “Little Value” score means that some major flaw has been noted that damages the effectiveness of the written entry. This may be a major omission, a serious misstatement, poor writing, inadequate documentation or any other major flaw.

A “No Value” score means that the information presented is of no value. It is presented in such a way that does not help the written entry at all.

It may help to go through several entries before actually starting to score the entries. Take notes on a separate piece of paper if you wish to ask the writer about specific activities during the interview.

- **JUDGING THE INTERVIEW**

Each participant will appear for a 30 minute interview with you. You may refer to the written entry, or to your notes, during the interview.

During the first 15 minutes of the interview (after introduction), the student will describe to you the impact that DECA has had on their life and the further impact it will have on their future. Feel free to interact and ask them questions to further your understanding of this impact.

During the final 15 minutes, you are to ask the student a series of questions which will allow them to demonstrate an understanding of marketing principles. To insure fairness, you are to ask each participant the same 5 questions:

- One question about the student's knowledge of the free enterprise system.
- One question about the student's understanding of competition.
- One question about the student's appreciation of profit motive.
- One question that allows the student to explain a relationship of the above to the DECA Creed and its philosophy.
- One question that allows the student to explain their understanding of each of the four points of the DECA Diamond.

You should prepare these questions after you have evaluated the written entries, but before the interviews have started.

After asking these five questions, you may ask any additional questions that may seem appropriate based upon your notes or on the written entry itself.

After the interview, thank the student. Then complete the Interview Evaluation Form, making sure to record a score in all categories. Maximum score for the interview is 50 points.

We hope that you are impressed with Colorado DECA's finest students. Thank you for your assistants in selecting the Colorado DECA Student of the Year!

STUDENT OF THE YEAR

WRITTEN ENTRY CHECKLIST FORM

Participant: _____

	Checked	Penalty Points Assessed	Page No.
1. The Statement of Assurances must be signed and submitted with the entry.....		Will not be Judged	
2. Entry submitted in Official Competitive Event Notebook	_____	5	_____
3. Use of sheet protectors (sheet protectors must be used).....	_____	5	_____
4. All pages numbered in sequence beginning with the title page and ending with the last page.....	_____	5	_____
5. All materials enclosed in page protectors.....	_____	5	_____
6. The written entry is limited to 100 pages (including the title page and table of contents).....	_____	5	_____
7. The written entry is type written or word processes.....	_____	5	_____
8. The major portion is at least double-spaced (not space-and-a-half).....	_____	5	_____
9. The period of time for which points is claimed is 30 days prior to the close of the last State DECA Conference to the start of the current year's State DECA Conference.....	_____	5	_____
10. The written entry follows the sequence outlined in the guidelines (Title page, table of contents, leadership development, social intelligence, civic consciousness, vocational understanding).....	_____	5	_____
Total Penalty Points Assessed			_____

*A check indicates that the item has been examined.
A circled number indicates that an infraction has been noted.
A page number indicates the location of the infraction.*

STUDENT OF THE YEAR WRITTEN ENTRY EVALUATION FORM

Participant: _____

School: _____

Please refer to the Guidelines for the Format of the Written Entry
For a more detailed explanation of these items.

		Exceptionally						
		Well Done	Well Done	Adequately Done	Little Value	No Value	Judged Score	
I.	Leadership Development							
A.	DECA or other offices held.	5	4-3	2	1	0	_____	
B.	DECA or other leadership conferences attended.	5	4-3	2	1	0	_____	
C.	DECA Competitive events entered and placed in.	5	4-3	2	1	0	_____	
D.	DECA recruitment activities participated in.	5	4-3	2	1	0	_____	
E.	Other Leadership Development activities.	5	4-3	2	1	0	_____	
II.	Social Intelligence							
A.	DECA social activities participated in.	5	4-3	2	1	0	_____	
B.	DECA recreational activities participated in.	5	4-3	2	1	0	_____	
C.	DECA or other business functions participated in.	5	4-3	2	1	0	_____	
D.	Participation in local Employer/Employee appreciation function	5	4-3	2	1	0	_____	
E.	Other social Intelligence activities	5	4-3	2	1	0	_____	
III.	Civic Consciousness							
A.	DECA Civic Activity participated in.	5	4-3	2	1	0	_____	
B.	Participation with a local Civic Organization.	5	4-3	2	1	0	_____	
C.	DECA or other business and professional meetings participated in.	5	4-3	2	1	0	_____	
D.	Active participation in local community.	5	4-3	2	1	0	_____	
E.	Other Civic Consciousness activities.	5	4-3	2	1	0	_____	
IV.	Vocational Understanding							
A.	Description of local Training Station.	5	4-3	2	1	0	_____	
B.	Work Evaluation by Training Sponsor.	5	4-3	2	1	0	_____	
C.	Statement of Career and Technical (Vocational) objective.	5	4-3	2	1	0	_____	
D.	Participation in local Marketing Education Classes.	5	4-3	2	1	0	_____	
E.	Overall Scholastic Standing.	5	4-3	2	1	0	_____	

Written Entry Total Points (maximum 100 points): _____

STUDENT OF THE YEAR

ORAL PRESENTATION EVALUATION FORM

	Exceptionally Well Done	Well Done	Adequately Done	Little Value	No Value	Judged Score
I. Opening Presentation: description of DECA's impact in the student's life and future.	15-10	9-7	6-3	3-1	0	_____
II. To what extent did the student demonstrate a knowledge of the free enterprise system?	5	4-3	2	1	0	_____
III. To what extent did the student demonstrate an understanding of competition?	5	4-3	2	1	0	_____
IV. To what extent did the student demonstrate an appreciation of profit motive?	5	4-3	2	1	0	_____
V. To what extent did the student explain a relationship of the above to the DECA Creed and it's philosophy?	5	4-3	2	1	0	_____
VI. To what extent did the student explain their understanding of each of the four points of the DECA Diamond?	5	4-3	2	1	0	_____
VII. Overall performance, appropriate appearance, poise, confidence.	10-8	7-6	5-3	2-1	0	_____

INTERVIEW TOTAL POINTS (MAXIMUM 50) _____

WRITTEN ENTRY TOTAL POINTS (MAXIMUM 100) _____

LESS PENALTY POINTS _____

TOTAL SCORE _____

STATE PUBLICITY MANUAL

(Suspended for 2007-2008)

- **PURPOSE**

- To encourage each chapter to develop specific publicity activities to expose their school and community to the presence of the local Marketing and DECA program.
- To encourage each chapter to develop specific publicity activities to increase the awareness of the value of the local Marketing and DECA program to specific target markets within their school and community.
- To facilitate the sharing of effective publicity activities between DECA chapters so as to strengthen Colorado DECA through the strengthening of each individual Marketing and DECA program.
- To provide the submitting chapter as much leeway as possible in choosing the most effective method of communicating the nature of their publicity activities, within the bounds of the following specifications.

- **SPECIFICATIONS**

- The written event should begin with a title page of the student's design.
- The page following the title page should be a table of contents listing the name of each publicity activity and its respective page number.
- The page following the table of contents should be an expression of the overall chapter publicity goals. This page should be labeled Chapter Publicity Goals and is limited to one facing page.
- The page following the Chapter Publicity Goals should be the first publicity activity reported.
- Each publicity activity must use one and only one back (left) and one front (right) page in the following manner:
 - Each back (left) page will be the completed Publicity Activity Report Form.
 - The front (right) page may be used to provide a sample of the actual publicity item or activity, photos of the activity or appropriate items to inform and convince the judge of the nature and value of the activity.
- The Colorado State Publicity Written Event shall be limited to a minimum of 30 and a maximum of 50 publicity activities, as reported on a respective minimum of 30 and a maximum of 50 pages.
- The title page, the table of contents page and the Chapter Publicity Goals page should not be numbered and are not included in the 50 page maximum.
- Each of the report forms on the back (left) facing page should be consecutively numbered beginning with #1. The front (right) facing page should not be numbered.
- The Colorado State Publicity Written Event should be compiled under the direction of the local Publicity Director or other individual so designated by the chapter.

- Sheet protectors must be utilized and all materials used must be confined within the parameters of the sheet protector.
- There are no specifications regarding the use of pencil, handwritten items, etc., other than the negative impression and loss of points as may be determined by the judge in the course of their judging of the written event.
- All publicity activities reported in this written event must occur between the end of the prior year's State DECA Career Development Conference and the first day of the current year's State DECA Career Development Conference.
- The Colorado state written event must be submitted no later than the close of registration at the current year's State DECA Career Development Conference.
- Any publicity with the Governor must be cleared through the state advisor.
- The Colorado state written event must be submitted in either an official DECA scrapbook or official two-inch DECA hardback three-ring binder.

- **ENTRIES**

- Each chapter will be limited to one entry, which may be supported by no more than one to three participants at the State DECA Career Development Conference.
- Publicity activities may include, but are in no way limited to: newspaper articles, magazine articles, radio broadcasts, TV broadcasts, billboards, posters, business cards, speaking engagements, brochures, letters, banquets, meetings.
- The implementation method utilized may include, but is no way limited to: printed media, broadcast media, visual merchandising, person to person, direct mail, computer, groups.
- Innovation and experimentation in publicity activities is encouraged and promoted.

- **JUDGING**

- Judging will be done by competent representatives from the field of public relations. Entries will be judged according to the public relations media available to each chapter entered and the quality of the publicity, the number of activities, and the value of the overall publicity to the promotion of career and technical education and marketing education.

**COLORADO STATE PUBLICITY WRITTEN EVENT
REPORT FORM**

Title of Publicity Activity

Description of the Publicity Activity

Target Market of this Publicity Activity

Chapter Publicity Goal(s) being met by this Publicity Activity

**COLORADO STATE PUBLICITY WRITTEN EVENT
PENALTY POINTS**

- 1) Does the Written Event include a completed Statement of Assurances?
_____ Yes 0 _____ No DQ Verify _____
- 2) Does the written event begin with a title page?
_____ Yes 0 _____ No -5 Verify _____
- 3) Is the page following the title page the Table of Contents?
_____ Yes 0 _____ No -5 Verify _____
- 4) Is the page following the Table of Contents the Chapter Publicity Goals?
_____ Yes 0 _____ No -5 Verify _____
- 5) Are the Chapter Publicity goals limited to one page?
_____ Yes 0 _____ No -5 Verify _____
- 6) Is the page following the Chapter Publicity Goals the first publicity activity?
_____ Yes 0 _____ No -5 Verify _____
- 7) Does each Publicity Activity use one and only one back (left) facing and front (right) facing page?
(Per activity) _____ Yes 0 _____ No -5 Verify _____
- 8) Is each back (left) facing page a completed Publicity Activity Report Form?
(Per activity) _____ Yes 0 _____ No -5 Verify _____
- 9) Is each front (right) facing page a sample of the actual publicity item or activity, photos of the activity or appropriate items to inform and convince the judge of the nature and value of the activity?
_____ Yes 0 _____ No -5 Verify _____
- 10) Does the written event fall between the minimum of 10 and a maximum of 50 publicity activities?
_____ Yes 0 _____ No -5 Verify _____
- 11) Are the Title Page, the Table of Contents page and the Chapter Publicity Goals page unnumbered?
_____ Yes 0 _____ No -5 Verify _____
- 12) Is each of the report forms on each back (left) facing page consecutively numbered beginning with #1?
_____ Yes 0 _____ No -5 Verify _____
- 13) Are sheet protectors utilized and all materials confined within the parameters of the sheet protector?
_____ Yes 0 _____ No -5 Verify _____
- 14) Is the Colorado State Written Event submitted in an official two-inch, three-ring DECA binder?
_____ Yes 0 _____ No -5 Verify _____

Total Penalty Points _____

**COLORADO STATE PUBLICITY WRITTEN EVENT
WRITTEN EVENT JUDGING FORM**

Written Entry is professional in appearance. 10 points_____

Publicity Activities chosen utilize a diversity of activities. 10 points_____

Publicity Activities chosen facilitate the meeting of the Chapter's Publicity Goals 20 points_____

Each Publicity Activity effectively targets a market. 10 points_____

Each Publicity Activity was fully developed. 10 points_____

The Publicity Activity Reporting Form Descriptions are communicated effectively. 15 points_____

The front (right) facing pages that provide support for each Publicity Activity communicated effectively. 15 points_____

Innovative Publicity Activities were utilized. 10 points_____

Total Written Event Judging_____

**COLORADO STATE PUBLICITY WRITTEN EVENT
INTERVIEW EVALUATION**

Did the student(s) make an effective presentation?

25 Points _____

Did the student(s) answer questions effectively?

25 Points _____

Total Interview Judging _____

Total Written Event + Interview Points _____

Minus Penalty Points _____

Total Event Points _____

SECTION I

COLORADO



AWARDS

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COLORADO DECA AND THE HARRY APPLIGATE SCHOLARSHIP NOMINATION FORM

DECA SCHOLARSHIP AWARDS

Each chapter may submit applications for the DECA Scholarship Award for any students the teacher-coordinator feels are deserving. There is no limit on the number of applications each chapter may submit. All applications must be submitted no later than 2 weeks following the published State DECA Career Development Conference registration deadline.

Do not send this application form to National DECA

Each student submitting materials for Student of the Year MUST submit a scholarship application by the published deadline in order to be eligible for the Student of the Year scholarship.

Note: Student of the Year has been suspended for 2007-2008

The scholarship form must be completed and submitted by the teacher/coordinator and student to the State office. The State Scholarship Committee will select two individuals to receive the Colorado DECA Scholarships. Colorado DECA will recognize nine (9) total individuals at the State DECA Career Development Conference, which includes the two (2) winners previously stated. These nine (9) scholarship applicants are eligible to attend the ICDC and are eligible for International DECA scholarships. International DECA notifies each person whose name was submitted as to whether or not they were selected. All winners are notified by mail prior to the International Career Development Conference.

Note: FORMS MUST BE COPIED FROM THE NATIONAL DECA WEBSITE OR THE SCHOLARSHIP AWARDS MAILING SENT TO EACH COORDINATOR:

<http://www.deca.org/scholarships/ApplegateScholarship.pdf>

Brent Davies Performance Scholarship Award

The scholarship components contained in this application represent a Marketing Education student's efforts including classroom involvement, internship/job placement activities and DECA participation. Applicants must be a high school senior and express a career objective in business/marketing (including business/marketing field related degrees), or planning a teaching career in Marketing Education for scholarship eligibility.

The scholarship committee is comprised of a Davies family member(s) or designees, past Marketing Education student or educator and member at large. This one-year scholarship is available for the following academic year.

Applicants must also include the following in addition to the scholarship application (pages 1-3).

1. Resume
2. Letter of recommendation from Marketing Education instructor outlining efforts in the three areas listed above – classroom, internship and DECA
3. Letter of recommendation from employer that addresses applicant's ethics, integrity and work performance
4. Essay – (500 word minimum – 1500 word maximum) describing your future education plans including how you intend on paying for your college education. Also include information on anticipated obstacles you may face as you work toward your career objective. Address how you plan on overcoming these obstacles.
5. Official transcripts (3.0 GPA required)

**Deadline Date: Application must be received by the deadline – January 30, 2008, 4:30 p.m.
Colorado DECA 9101 E. Lowry Blvd. Denver, CO 80230**

Please type all responses.

Name _____
Last First Middle

Address _____
City State Zip Code

Student Phone Number(s) _____ Email _____

Address _____

School _____ School Address _____

School Phone Number _____ Advisor email address _____

DECA Advisor
Name _____

You may attach a separate page to answer the following questions.

1. Describe how the Marketing Education classroom has benefited you in progressing toward your career objective. Please include your career objective within your response.

2. List and describe a minimum of three benefits of your internship/job placement experience. (If applicable)

3. Describe your DECA participation. How has DECA contributed to your personal growth? Please include information regarding community service activities.

I have reviewed the information contained in this application, and, by signing below, I affirm the information to be correct to the best of my knowledge.

_____	_____
Applicant	Date
_____	_____
Parent	Date
_____	_____
Advisor	Date
_____	_____
Guidance Counselor	Date
_____	_____
Principal	Date

Brent Davies Performance Scholarship Award Checklist

Deadline Date: Application must be submitted to the Colorado DECA State Advisor by February 1, 2008, 4:30 p.m.
Colorado DECA 9101 E. Lowry Blvd. Denver, CO 80230

- _____ Resume
- _____ Letter of Recommendation from Marketing Instructor
- _____ Letter of Recommendation from employer (If applicable)
- _____ Student Essay
- _____ Official Transcripts
- _____ Completed Application

Judging Criteria:

Completed application including responses to all questions and signatures	0 – 40 points
Letter of Recommendation from Marketing Instructor	0 – 15 points
Letter of Recommendation from employer (If Applicable)	0 – 15 points
Student Essay	0 – 15 points
Resume	0 – 10 points
Official Transcripts	0 – 5 points

MARKETING EDUCATION TEACHER OF THE YEAR AND MARKETING EDUCATION NEW TEACHER OF THE YEAR

Note: As of 2009 the CACTE Teacher/New Teacher form will replace this application.

- **PURPOSE**

To recognize Marketing Education teachers who provide outstanding programs for youth and/or adults within their respective communities. Recipients of this award must have made significant contribution toward all phases of the Marketing Education program, (Class, DECA Chapter, Co-op, and School Store when applicable.)

- **ELIGIBILITY**

- Must be a full-time Marketing Education Instructor in Colorado.
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- Must have taught Marketing Education for five or more years. *Teachers that have taught for less than five years may apply for the New Teacher of the Year Award for Marketing Educators.
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- Cannot have received the award within the past ten years.

- **SPECIFIC CRITERIA**

Note: Either complete the forms or make a word processed or computer-generated facsimile of the same.

- Completed nomination form or a word processed copy, see sample.
- Complete support information sheet or a word processed copy.
- One-page description of the Marketing Education program in which the person teaches. (Include a description of the four phases of the program.)
- Minimum of three letters of support, four maximum from the following:
 - Nominating person
 - School administrator
 - Current or former student
 - Advisory committee member

- **SELECTION**

- 10% - Nomination Form
- 30% - Description of the program
- 20% - Nomination letters
- 40% - Contribution to all phases of the Marketing Education Program

**MARKETING EDUCATION
TEACHER OF THE YEAR
OR NEW TEACHER OF THE YEAR COVER FORM**

I (we) hereby nominate: _____

of _____
Address City State Zip

Position or title: _____

Place of employment _____

of _____
Address City State Zip

Spouse's name (if married): _____

Children's names: _____

Name of member (or group) nominating the above candidate: _____

Name of person responsible for submitting nomination: _____

of _____
Address City State Zip

Telephone _____
Home Work Pager Date

MARKETING EDUCATION TEACHER OF THE YEAR OR NEW TEACHER OF THE YEAR NOMINATION FORM

- SUPPORT INFORMATION

Section A - Professional Memberships and Activities

- Professional Memberships _____

- Professional Association Activities _____

Section B - Professional Contributions

- Outstanding Professional Contributions _____

- Presentations _____

- Publications _____

Section C - Training and Experience Background

- Education Training _____

- Work Experience _____

Section D - Civic and Community Involvement

Civic, Fraternal and/or Honorary Memberships _____

Community Activities or Contributions _____

COLORADO FRIENDS OF DECA AWARDS PROCEDURES

The chapter must complete the appropriate nomination form documenting the nominees eligibility and forward it to the State office by the State DECA Career Development Conference registration deadline. Each chapter is limited to two nominations per year.

The State DECA Advisory Committee will make the selections from the nominations.

An individual, business or organization is eligible to receive a Friends of DECA award once in any ten year period.

Those receiving awards may, at their option, receive the award at the DECA State Career Development Conference and all recipients for that year will be listed in the State DECA Program.

COLORADO HONORARY LIFE MEMBERSHIP AWARD PROCEDURES

Each chapter may nominate a maximum of one each year. In order for a chapter to nominate, the chapter must complete the appropriate nomination form documenting the nominee's eligibility and forward it to the state office prior to the State DECA Career Development Conference registration deadline.

Eligibility requirements for Honorary Life Membership:

- Must be a recipient of A Friends of DECA Award. Allowance is made for the nomination for worthy individuals, that may not qualify for the Friends of DECA award, after ten years of support of Marketing Education and/or DECA
- Minimum of three years since received Friends of DECA Award
- Still be active in local, district or state DECA
- Made significant contributions to DECA
- Completed nomination form
- Maximum of two per year statewide
- Must attend and receive the award at the DECA State Career Development Conference Awards Banquet
- This award is presented only when warranted and is not necessarily an annual award

Selections will be made from eligible nominations by the State DECA Advisory Committee.

**COLORADO HONORARY LIFE
MEMBERSHIP AWARD
NOMINATION FORM**

Nominee's Name _____

Nominee's Business _____

Business Address _____
street city state zip

Nominee's Position/Title _____

Nominating Chapter _____

The nominee received the _____ category

Friends of DECA Award in _____ (year).

The nominee has been active with ME and/or DECA for _____ years.

Develop completely the nominee as a worthy recipient of the Honorary Life Membership Award.

Chapter President Signature

Teacher-Coordinator Signature

School Administrator Signature

Chairman Advisory Committee Signature

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