

State Officer Information



NEW MEXICO
DECA™

Check List and Due Dates

Return the following items to the New Mexico DECA Office or to the designated person by the due date of your State Conference Registration or as otherwise instructed. Check with your advisor for the exact due date. If you are mailing your application packet, please remember to allow enough time so that your packet is received by the due date.

DUE December 1:

Cibola High School, 1510 Ellison Dr NW, Albuquerque, NM 87114, ATTN: Joyce Armijo

- DECA Officer Candidate Application—signed and dated
- Conditions of Understanding—signed and dated
- Officer Candidate Worksheet—completed
- CTSO Officer Application – signed and dated

NOTE: Student and advisor will be notified once the applications and worksheet has been evaluated if student is eligible to continue to the next level as a state officer candidate.

DUE January 17:

Cibola High School, 1510 Ellison Dr NW, Albuquerque, NM 87114, ATTN: Joyce Armijo

- Candidate Activity Statement—signed and dated
- Candidate's List of Campaign Expenses—signed and dated
- 25 copies of resume
- Copy of campaign speech—typed, double spaced

• **NEW MEXICO DECA STATE OFFICER CANDIDATE APPLICATION**

All state officer candidate materials are to be returned with the state conference registration forms. Candidates should reference the requirements for state officers in the Constitution/Policy Handbook. Only two (2) candidates from each chapter may run for state office.

The state officer candidate is to submit the following:

1. Officer candidate application complete with all required signatures.
2. CTSO Officer Application complete with all required signatures.
3. Completed officer candidate worksheet. (This worksheet serves as the test required in the constitution).
4. Twenty five (25) interview-quality resumes. (The resumes will be sent from the DECA Office to all chapters prior to the state conference).
5. Typed, double-spaced copy of speech.
6. Candidate Activity Statement
7. Candidate's List of Campaign Expenses

Candidate Name _____

School _____

I wish to be considered as a candidate for the following offices. I have ranked the offices by order of preference (1 through 4) – (must rank all four). I understand that the number of votes received by candidates will determine the offices for which they are elected. I have also read and agree to abide by all of the **Conditions of Understanding** (listed on the following page) set forth for State Officers of New Mexico DECA.

_____ President

_____ Vice President of Membership

_____ Vice President of Community Service

_____ Vice President of Public Relations

Signature (Officer Candidate)

Date

I, the Chapter Advisor for the above candidate, certify that this person is a sophomore or a junior who is enrolled in an approved Marketing Education Program at my school and who will continue to be enrolled in my program during the year he/she serves as a state officer. I have read and approved of the speech the candidate is to give during the election session. I also agree with the **Conditions of Understanding** listed on the following page.

Signature (Chapter Advisor)

Date

CONDITIONS OF UNDERSTANDING

We, the candidate, chapter advisor, parents and school administrator, understand that:

1. The official term of office will start at the beginning of the next school term following the election and end at the close of the International Career Development Conference at the end of that school term.
2. At the local chapter advisor’s discretion, the officer may attend the current year International Career Development Conference as a state officer-elect and participate in the State Officer Leadership Academy. (An officer-elect may be able to attend only portions of the Academy if he/she is also competing in an event).
3. At the local chapter advisor’s discretion, the officer may attend the State Officer Banquet at the International Career Development Conference at the end of the officer’s term of office.
4. The current New Mexico DECA Constitution/Policy Handbook defines financial reimbursement of state officers as well as other information pertaining to state officers. (Reference Section 8, State Association Finances; Items 8.6 and 8.7.)
5. Any activity attended outside of the official term will be the total responsibility of the local school.
6. The officer will meet with the other state officers at a time and place identified by the State Officer Advisor at the beginning of the official term to plan a program of work. Regular meetings with the State Officer Advisor and the state officer team will occur throughout the term of office.
7. The officer candidate will adhere to the campaign rules and election procedures as stated in the New Mexico DECA Constitution/Policy Handbook. (Reference Section 11, Election Procedures).
8. The officer candidate will adhere to the NMAA regulations and policies.
9. A candidate may be disqualified by a majority vote of the New Mexico DECA Board of Directors and NMAA if any behavior or actions are deemed to be unethical, unprofessional, and/or irresponsible.
10. A state officer may be disqualified by a majority vote of the New Mexico DECA Board of Directors and NMAA if any behavior or actions are deemed to be unethical, unprofessional, and/or irresponsible.
11. Approval for attendance of each individual state officer at DECA conferences is the total responsibility of the local chapter advisor.

Candidate Signature

Date

Parent/Guardian Signature

Date

Local Chapter Advisor Signature

Date

School Administrator Signature

Date

CANDIDATE ACTIVITY STATEMENT

Please list below ALL of the activities you are currently involved in or plan to be involved in during the next school year. You should list things such as church youth groups (or other religious activities), sports (school and club), school activities (including DECA), volunteering, internships, mentorships, jobs, tutoring, etc.

Activity

Amt. of Time Spent Per Week

Candidate Signature

Date

Parent/Guardian Signature

Date

Local Chapter Advisor Signature

Date

School Administrator Signature

Date

OFFICER CANDIDATE'S LIST OF CAMPAIGN EXPENSES

Each candidate is limited to an amount of \$100.00 to spend on their campaign. Please list below all expenses you have incurred. Also, attach the receipt for each item.

If you have received a donation, the value of that donation is included in the \$100.00 limit. For each donation, please attach a letter from the person/company who made the donation indicating what the donation was and the value of that donation. The letter must be signed by the donor.

Any items that are not listed below may disqualify the candidate.

<u>Item</u>	<u>Price/Value</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____	_____
Candidate Signature	Date

_____	_____
Parent/Guardian Signature	Date

_____	_____
Local Chapter Advisor Signature	Date

_____	_____
School Administrator Signature	Date

NEW MEXICO STATE OFFICER CANDIDATE WORKSHEET

Instructions: This worksheet is to be completed by each candidate and returned with the completed Officer Application Form. A candidate must correctly answer 85% of the questions to be eligible to compete for a state office. **NOTE: If part of an answer is incorrect—the entire answer is incorrect! Double check your answers!**

1. If elected, what are the four officer trainings I will be expected to attend?

2. When does the DECA State Officer term begin?

3. When does the DECA State Officer term end?

4. New Mexico is in what region of National DECA?

5. What is the career and technical student organization that represents marketing education students?

6. The New Mexico DECA State President is:

_____ from _____

7. The New Mexico DECA Vice President of Membership is:

_____ from _____

8. The New Mexico DECA Vice President of Community Service is:

_____ from _____

9. The New Mexico DECA Vice President of Public Relations is:

_____ from _____

10. Name the four guiding principles of the internal portion of the DECA logo.

_____	_____
_____	_____

11. Name the four guiding principles of the external portion of the DECA logo.

_____	_____
_____	_____

12. The official student magazine published by National DECA is called:

13. List the Principles of Business Administration Events identified in the DECA Guide.

_____	_____
_____	_____

14. List the Individual Series Events identified in the DECA Guide.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

15. List the Team Decision Making Events identified in the DECA Guide.

_____	_____
_____	_____
_____	_____
_____	_____

16. List the Business Operations Research Events identified in the DECA Guide.

_____	_____
_____	_____

17. List the Chapter Team Events identified in the DECA Guide.

_____	_____
_____	_____
_____	_____

18. List the Business Management and Entrepreneurship Events identified in the DECA Guide.

_____	_____

19. List the Marketing Representative Events identified in the DECA Guide.

_____	_____

20. List the Online Events identified in the DECA Guide.

_____	_____

21. List the Professional Selling Events identified in the DECA Guide.

_____	_____
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22. What is the official color of DECA?

23. The International DECA President is:

24. The International DECA President is from what state?

25. The Western Region DECA Vice President is:

26. The Western Region DECA Vice President is from what state?

27. Describe the DECA logo.

28. The school program that offers instruction in marketing, economics, management and merchandising is:

29. Who is the Executive Director of International DECA?

30. Who is the DECA State Advisor for New Mexico?

31. All of the DECA chapters in New Mexico make up the state association. How many state associations are there in International DECA including state associations in the District of Columbia, Puerto Rico, Guam, the Virgin Islands and Canada?

32. In addition to DECA, there are 6 other Career and Technical Student Organizations in New Mexico. List them:

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33. The governing body of International DECA is called:

34. The governing body of New Mexico DECA is called:

35. The advisory committee to the International Board of Directors which is comprised of representatives of companies that contribute financial support to DECA is called:

36. What is the National Advisory Board?

37. The DECA _____ is a statement of the philosophy and beliefs of DECA.

38. The three levels of DECA serving marketing education students in New Mexico are:

39. The three levels of DECA serving marketing education students in New Mexico with regard to competition are:

_____ _____

40. There are four divisions of DECA. These are:

_____ _____

41. The current year International DECA Career Development Conference will be held in what city?

42. The minimum percentage score I must achieve on this worksheet in order to be eligible to run for office is:

43. I understand that no props of any kind (including asking the audience to participate) may be used during my speech.

_____ Yes _____ No

NEW MEXICO DECA STATE OFFICER DESCRIPTIONS/RESPONSIBILITIES

The President shall:

1. Develop agendas for the officer team and for state meetings.
2. Communicate regularly with the officer team.
3. Delegate responsibilities as necessary.
4. Attend meetings of the New Mexico DECA Board of Directors or appoint a delegate to attend in his/her place.
5. Represent New Mexico DECA to local chapters and/or outside groups as requested and approved by the State Officer Advisor.
6. Be prepared to represent New Mexico DECA as the student leader of the New Mexico delegation at the International Career Development Conference.
7. Carry that state flag at the International Career Development Conference at the end of his/her term (at the discretion of the local chapter advisor another state officer may be appointed for this role).
8. Develop, with the assistance of the state officers and State Officer Advisor, a program of work.
9. Consult regularly with the State Officer Advisor on the progress of the program of work.
10. Serve as a role model of ethical, professional, and responsible behavior.
11. Attend, at the discretion of the local chapter advisor, the current year International Career Development Conference as a state-officer elect and participate in the State Officer Leadership Academy.
12. Attend, at the discretion of the local advisor, the State Officer Banquet at the International Career Development Conference at the end of his/her term.
13. Attend, at the discretion of the local advisor, officer training opportunities.

The Vice President of Membership shall:

1. Develop, with the assistance of the state officers and the State Officer Advisor, a program of work.
2. Consult regularly with the State Officer Advisor on the progress of the program of work.
3. Promote attendance at DECA activities at the local, state and national levels.
4. Promote DECA membership at the local, state, and national levels.
5. Work with the state officers on statewide communication with local chapters.
6. Perform any duties as deemed necessary by the president and/or the State Officer Advisor.
7. Represent New Mexico DECA to local chapters and/or outside groups as requested and approved by State Officer Advisor.
8. Follow up on activities and check on progress being made.
9. Serve as a role model of ethical, professional, and responsible behavior.
10. Attend, at the discretion of the local chapter advisor, the current year International Career Development Conference as a state-officer elect and participate in the State Officer Leadership Academy.
11. Attend, at the discretion of the local advisor, the State Officer Banquet at the International Career Development Conference at the end of his/her term.
12. Attend, at the discretion of the local advisor, officer training opportunities.

The Vice President of Community Service shall:

1. Develop, with the assistance of the state officers and the State Officer Advisor, a program of work.
2. Consult regularly with the State Officer Advisor on the progress of the program of work.
3. Work with local chapters to encourage participation in chapter projects.
4. Act, as necessary, as a student liaison with various charitable organizations
5. Promote to local chapters the importance of community service.

6. Perform any duties as deemed necessary by the president and/or the State Officer Advisor.
7. Represent New Mexico DECA to local chapters and/or outside groups as requested and approved by State Officer Advisor.
8. Follow up on activities and check on progress being made.
9. Serve as a role model of ethical, professional, and responsible behavior.
10. Attend, at the discretion of the local chapter advisor, the current year International Career Development Conference as a state-officer elect and participate in the State Officer Leadership Academy.
11. Attend, at the discretion of the local advisor, the State Officer Banquet at the International Career Development Conference at the end of his/her term.
12. Attend, at the discretion of the local advisor, officer training opportunities.

The Vice President of Public Relations shall:

1. Develop, with the assistance of the state officers and the State Officer Advisor, a program of work.
2. Consult regularly with the State Officer Advisor on the progress of the program of work.
3. Act as a student liaison for the New Mexico DECA Business Partnership.
4. Promote New Mexico DECA activities with the media.
5. Serve as student editor of the New Mexico DECA newsletter on Highwired.net.
6. Perform any duties as deemed necessary by the president and/or the State Officer Advisor.
7. Represent New Mexico DECA to local chapters and/or outside groups as requested and approved by State Officer Advisor.
8. Follow up on activities and check on progress being made.
9. Serve as a role model of ethical, professional, and responsible behavior.
10. Attend, at the discretion of the local chapter advisor, the current year International Career Development Conference as a state-officer elect and participate in the State Officer Leadership Academy.
11. Attend, at the discretion of the local advisor, the State Officer Banquet at the International Career Development Conference at the end of his/her term.
12. Attend, at the discretion of the local advisor, officer training opportunities.