

Lambert High School  
DECA Officer  
Interest Packet & Application  
**2016**



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Dear Officer Candidate,

Congratulations on taking the first steps to become a Lambert DECA Officer! We encourage rising sophomores, juniors and seniors to apply. To maintain our excellence, it is imperative that LHS DECA has a strong student officer team.

As a DECA officer, you will represent Lambert High School, Lambert DECA, and Georgia DECA. Your position will enable you to play an active role in continuing the legacy of LHS DECA. **Please read this application thoroughly and consider your present and future time commitments.** Students, who have other conflicts, and those wishing to take on leadership merely for a college application, are not encouraged to apply. Many students are interested in serving as a DECA officer. Make sure you are willing to show up, work to the best of your ability, and be dependable before taking on this responsibility.

With that said, if you meet the criteria described, we encourage you to take an active role in our chapter by running for a DECA officer position. It is a fun and rewarding experience with lessons that will benefit you for a lifetime.

This year we will be selecting an officer team of 10 students. Candidates will not run for specific positions. Candidates will run for a spot on the team. Specific positions will be determined at a later date.

This year's screening process will be a little different from previous years and will encompass four areas designed to elect the best possible candidate. The percentage breakdown is as follows:

**Chapter Vote 35%**

A chapter vote will take place after you give a short speech (90 sec. max) at the April chapter meeting. Please dress professionally. You may also make a campaign poster and bring other campaign materials to this event.

**Teacher Recommendation 25%**

You must have 6 teachers complete a teacher recommendation form on your behalf. Teachers should return all forms in **sealed envelopes** to Ms. Mathis (Room 1611 or mailbox) by Friday, April 1st. One form should be completed by a marketing teacher and 5 forms should be completed by non-marketing teachers. Please give the teacher an envelope with your recommendation form.

**Advisory Board Interview 35%**

You will be interviewed by members of the LHS DECA Advisory Board. Members of the board are all community business professionals. Please dress professionally. Interview dates TBD.

**Application 5 %**

Please complete this application with all appropriate signatures and additional supporting documents and submit to Ms. Mathis by Friday, April 1<sup>st</sup>.

*Late applications will not be accepted. Candidates may not run for a position without an application.*

Please see Ms. Mathis in room 1611 if you have any questions about the officer election process. We look forward to a great 2016-2017 school year.

LHS DECA Advisors,

*Ms. Mathis, Ms. Toothill, and Mrs. Gerlach*

## OFFICER RESPONSIBILITIES

**OFFICERS are REQUIRED to ATTEND ALL MEETINGS, INCLUDING OFFICER MEETINGS HELD WEEKLY! DECA Officer Meetings may start anytime begin 7:30 and 8:00 am. Students must have reliable transportation to all meetings. DECA Officers must take a marketing class during their term as an officer and participate in a DECA manual or role play competitive event.**

### **Additional DECA Officer Requirements:**

- Possess effective communication & leadership skills
- Attend a summer leadership activity
- Recruit 10 members and 1 business partner and submit your own membership by the 1<sup>st</sup> day of school
- Attend Fall Leadership Conference
- Promote DECA week; make goodies & participate in all events
- Compete in DECA at the state level
- Take at least one marketing class during your officer term (marketing class, peer facilitator, etc.)
- Participate in all DECA promotional events- i.e.: Freshman Festival, Pathway Night, DECA Banquet
- Have reliable transportation
- Participate and clean up at LHS Prom Fashion Show and Miss LHS Pageant
- Participate in ALL fundraiser and community service projects
- Contribute to and interact with DECA Twitter and Instagram
- Be open & flexible to change & new ideas
- Communicate regularly with chapter advisors
- Must be passing all classes for the duration of your officer term
- Assist with competition preparations
- Model ethical positive behavior for other students
- Have a great, positive attitude
- Promote and LOVE DECA! 😊

**\*\*\*OFFICERS UNABLE TO MEET THESE REQUIREMENTS WILL BE REMOVED FROM THEIR POSITION.\*\*\***

**Available LHS DECA Officer Positions & Descriptions:** (all positions and descriptions are subject to change.)

### **PRESIDENT:**

- Must be a senior with 2 years of DECA involvement.
- Must have competed at the state and international levels of competition
- Create monthly agenda for officer meetings and chapter meetings
- Assist in running all officer meetings & see that time limits are observed
- **Support & communicate with all officers**
- Consistently text reminders to all officers
- Plan Summer Officer Bonding Activity
- Plan additional officer team building activities as needed
- Lead officers in DECA T-Shirt design (in the summer)
- Represent the organization at school & civic events as a LEADER.

### **VICE PRESIDENT OF MEMBERSHIP**

- Must have had 1 year of DECA involvement
- Must meet with Ms. Mathis for membership meeting twice a month
- In charge of chairing all Membership Meetings
- In charge of DECA membership recruitment: students, professional members, alumni members
- Will implement membership promotional campaigns and initiatives first and second semesters
- Enter all membership information on national DECA website
- Represent the organization at school and civic events as a LEADER!

### **VICE PRESIDENT OF CORPORATE PARTNERSHIPS**

- Must have had 1 year of DECA involvement
- In charge of recruiting professional mentors /Must meet with Ms. Mathis for membership meetings
- Organize all meeting materials: agendas, microphone/p.a. system, sign in sheets, pens, raffle tickets, etc.
- Represent the organization at school and civic events as a LEADER!

### **VICE PRESIDENT OF PUBLICITY**

- Must have had 1 year of DECA involvement
- Take pictures at **EVERY FUNCTION**- (Can use LHS DECA camera or own camera. Responsible for remembering the camera and asking Ms. Mathis for it before events.)
- Ensure pictures are uploaded on the School L drive **within 1 week of the event**
- Print pictures for bulletin boards and scrapbooks
- Communicate with the community newspapers, magazines, etc. for events and accomplishments
- Create monthly **1611** hall bulletin board with Vice President of Recognition
- Create classroom bulletin boards
- Create chapter meeting flyers and promote special events
- Create DECA scrapbook: minimum of one page per month/event
  - Must be completed prior to DECA banquet
- Create end of year DECA slideshow with music
- Represent the organization at school and civic events as a LEADER!

### **VICE PRESIDENT OF RECOGNITION**

- Must have had 1 year of DECA involvement
- Research possible awards for our DECA chapter and ensure LHS DECA is meeting requirements for state and national awards
- Ensure members are aware of DECA scholarship opportunities
- Create and distribute (with advisor input) member of the month awards for local chapter
- Communicate with LHS yearbook, newspaper, and video announcement groups
- Create monthly chapter meeting power point
- Create monthly **1611** hall bulletin board with Vice President of Publicity
- Represent the organization at school and civic events as a LEADER!

### **VICE PRESIDENT OF FINANCE:**

- Must have had 1 year of DECA involvement
- Keep records of all DECA financial transactions
- Assist with membership processing
- Assist event coordinator in finances and fundraisers
- Assist with DECA t-shirt orders/payments/deliveries
- Update DECA financial binder every week
- Represent the organization at school and civic events as a LEADER

### **VICE PRESIDENT OF SOCIAL MEDIA:**

- Must have had 1 year of DECA involvement
- Maintains LHS DECA Twitter and Instagram-**Post a minimum of twice a week**
- Maintains the DECA page on the LHS website that contains:
  - All member forms, officer info/contacts, calendar, and picture
- Brings music and technological needs to meetings
- Updates web-site monthly by the 10<sup>th</sup> of each month with:
  - Fundraisers, calendars/dates, pictures, & important events / reminders
- Represent the organization at school & civic events as a LEADER.

### **VICE PRESIDENT OF SPECIAL EVENTS:**

- Must have had 1 year of DECA involvement
- Coordinate and implement DECA Fundraisers and Community Service Projects
  - family donations, relief funds, holiday donations, MDA shamrocks, coupon books, etc.
- Serve as DECA fashion show liaison
- Organize civic and community service projects
- Plan DECA week activities
- Help plan DECA banquet in May
- Represent the organization at school & civic events as a LEADER.



## LAMBERT HIGH SCHOOL DECA OFFICER APPLICATION

You may attach additional sheets of paper if needed.

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_ **GPA** \_\_\_\_\_ Please also attach transcript from Infinite Campus.

1. Please rank the positions you feel you would be a good fit for.  
*1=What you believe to be the best fit for your talents and prior experience.*

1.
2.
3.
4.
5.
6.

2. Why do you want to be a DECA officer?

3. What grade will you be in for the 2016-2017 school year?

4. What marketing classes have you taken?

5. What marketing classes do you plan to take during the 2016-2017 school year? Include WBL.

6. List any other commitments/responsibilities you will have during the 2016-2017 school year.  
*(Work, AP Classes, Dual Enrollment, Sports, Leadership Positions, Other Clubs, etc)*

7. Rank the priority of your commitments and responsibilities for the 2016-2017 school year.

8. What have you already done to prove you will be an effective DECA officer and show your commitment to LHS DECA? (assisting at DECA events, helping marketing teachers, attending all DECA meetings, DECA participation, mentoring other competitors, etc.)

9. What do you believe are the most important responsibilities of a chapter officer?

10. What specific ideas/goals do you have for Lambert DECA in any of the following areas?

Include all that apply.

- a. Competitive Event Preparation
- b. Community Service
- c. Member Development
- d. Member Recruitment
- e. Fundraising
- f. Promotion
- g. Social Media

***Please attach any additional documents you feel would support this application. Examples could include: resume, bulletin board plans, list of ideas--member recruitment, community service, meetings, etc.***

Rank your **ability and interest** in completing the following tasks. Please put a check mark in the box that you feel appropriately represents your abilities and interests. Please be as honest as possible. 1=No ability/ Not interested; 5= Highly able, Highly Interested

	Ability					Interest				
	1	2	3	4	5	1	2	3	4	5
Speaking in front of a group of people										
Holding fellow students accountable for their actions										
Leading a group of your peers										
Reminding fellow students of their responsibilities										
Remembering to text reminders to fellow officers										
Communicating with other students about DECA										
Communicating with parents and other adults about DECA										
Recruiting Student DECA members										
Recruiting Professional DECA members										
Recruiting DECA Business partnerships										
Recruiting Alumni DECA members										
Developing and Initiating membership campaigns										
Developing and implementing strategies for recruiting DECA teacher members										
Taking pictures at every DECA event										
Remembering to print and upload DECA pictures										
Designing DECA bulletin boards										
Creating DECA bulletin boards										
Creating Power Point presentations to outline meetings										
Creating promotional flyers										
Remembering to create flyers for all events										
Creating unique methods of promoting DECA activities and events										
Inputting information in computer databases										
Organizing DECA finances (receipts, purchase order, etc.)										
Developing DECA Service Projects										
Leading DECA Service Projects										
Communicating with representatives from service organizations										
Planning DECA tailgate										
Coordinating details of DECA tailgate										
Coordinating DECA Week activities										
Planning fundraisers										
Updating DECA web-site										
Creating social media campaigns										
Using social media to promote meetings										
Using Twitter weekly to engage chapter members										
Using Instagram weekly to engage chapter members										
Creating music playlists										
Using technological devices										
Keeping yourself organized										
Remembering deadlines										
Communicating clearly										
Serving as a role model										
Asking for help when needed										



Honestly, rate your personal characteristics and skills on a scale of 1-10.

*10=best possible/would rank above 95 % of LHS students*

Please put a check mark in the appropriate box.

	1	2	3	4	5	6	7	8	9	10	N/A
Attitude Working with Authority											
Attitude Working with Fellow Students											
Responsibility											
Motivation											
Promptness/Preparedness											
Work Ethic											
Ability to Follow Rules											
Ability to Honor Commitments											
Ability to be a Team Player											
Ability to Communicate with Adults											
Teachable and Open to Correction											
Maturity											
Enthusiasm											
Tact											
Problem Solving Skills											
Initiative											
Time Management Skills											
Positive Role Model											
Overall Character											

## OFFICER CANDIDATE AGREEMENT

I, \_\_\_\_\_, will do my best to uphold the office to which I am elected to. I will remain actively involved and committed to DECA for the entire school year. Holding an office in DECA comes with responsibility; I will do my best to fulfill all of my duties and reach all of my goals in order to be an exceptional DECA member/officer.

I have read all responsibilities and expectations of holding an officer position and I will uphold all responsibilities and expectations. I will keep an open mind and I will welcome suggestions from my fellow members and officers.

I understand that there are many DECA meetings, events, and conferences. I understand that **I am expected to attend all meetings, events, and conferences for the entire school year.**

I also recognize that I will have to work on projects independently, which means balancing my other commitments to ensure I handle all of my DECA responsibilities.

Finally, I recognize my position as a DECA officer as a leadership role, and I will strive to set a good example for my fellow DECA members, to respect all members, advisors, other school staff, and represent Lambert High School DECA to the best of my ability.

I understand I may be removed from my officer position if I fail to meet expectations or fail to fulfill all responsibilities.

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

## PARENT AGREEMENT

I \_\_\_\_\_, hereby approve of my son/daughter, \_\_\_\_\_, running for/becoming a Lambert DECA Chapter Officer for the 2016-2017 school year. I realize that s(he) is responsible for his/her officer duties and will encourage him/her to uphold them to the best of his/her ability. I understand that my child is required to be at all conferences and attend weekly chapter and officer meetings, on time. I am aware that unapproved absences from official officer functions will result in my student's early dismissal from the officer team.

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

## ATTENDANCE POLICY AGREEMENT

**In order to promote student accountability and credibility to LHS DECA the following attendance policy has been established:**

APPLICANT/STUDENT must initial on the line after each statement.

I understand that I must contact my advisor (Ms. Mathis) of my absence from DECA meetings and all DECA events. \_\_\_\_\_

I will provide at least 48 hour notice of an absence that I am aware of (medical appointments, trips, etc.) \_\_\_\_\_

I will not agree to participate in officer commitments if I know I already have a commitment at that time. \_\_\_\_\_

I understand I will be dismissed from my DECA officer position if I accumulate 3 unexcused absences (includes DECA events and meetings.) \_\_\_\_\_

I understand that 2 tardies equals 1 absence. \_\_\_\_\_

I understand that real emergencies, summons to court, academic issues, doctors' appointments, and illnesses are all excused if communicated properly to a chapter advisor and do not count towards an absence. \_\_\_\_\_

I understand that sometimes last minute officer duties will arise. If I was not given proper notice, I must find another responsible DECA member to fulfill my role and communicate this with a DECA advisor. \_\_\_\_\_

I understand that if my absence from school is UNEXCUSED, then my absence from DECA is UNEXCUSED. \_\_\_\_\_

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

## PROFESSIONAL CODE OF CONDUCT

By signing this LHS DECA Officer Code of Professional Conduct, individual officers agree to abide by the policies described below and to assume responsibility for their conduct while serving as a Lambert DECA officer. The specific areas of violation are listed to provide guidance to the officer, and are not to be considered all-inclusive.

### I. Professional Responsibilities and Standards

As a Lambert DECA officer, I will:

- comply with all conference rules and regulations including curfews, dress codes, refraining from visiting rooms of the opposite sex, etc.
- immediately remove myself from all situations that could compromise my professional image
- act with good manners, integrity and high moral action.
- only post (and allow others to post) appropriate material on social media.
- not use profanity or other vulgar or inappropriate language or behavior not lie, cheat or steal.
- not engage in any activity that may be perceived as violating the rules of conduct for the function I am attending as a Lambert DECA officer (follow the higher standards of conduct of either the function or the Lambert DECA Officer Code of Conduct).
- balance my schoolwork and DECA activities.
- make DECA a priority.
- follow all Lambert High School rules.
- report any violations of these codes of conduct committed by myself or by my fellow officers.

If other situations arise that are not covered by the Code of Conduct, I shall use my best judgment in the situation. Above all, I will act in such a way that I will reflect positively on the Association of DECA.

### II. Conduct Unbecoming of a DECA Officer

As a DECA officer, I will not:

- violate the law, including but not limited to:
  - consuming or possessing alcoholic beverages or other illegal substances.
  - theft or other felony crimes.
  - using any type of tobacco product.
  - represent someone else's work as my own.
  - engage in any manner of sexual conduct/harassment or other activities that may discredit the organization (includes written or verbal comments and all forms of physical contact).
  - discriminate against others.
- be arrested off of school property or on school property for any reason.

I, \_\_\_\_\_, understand and agree to this Lambert DECA Officer Code of Professional Conduct.

\_\_\_\_\_  
Officer Candidate's Signature

\_\_\_\_\_  
Date

I have read the above and understand this code of conduct as it pertains to the DECA officer candidate.

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

\_\_\_\_\_  
Date

## TEACHER RECOMMENDATION FORM

**Thank you for completing this recommendation form. Please be honest, so we can select the best possible candidate. Only DECA advisors should see the completed form.**

Please return in sealed envelope to Ms. Amanda Mathis, Room 1611 or Mailbox by Friday, April 1<sup>st</sup>.

Teacher Name: \_\_\_\_\_

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

How long have you know this student? \_\_\_\_\_

Do you currently teach this student? \_\_\_\_\_

If not, when did you teach this student? \_\_\_\_\_

Please rate this student on a scale of 1-10. 10=best possible/would rank above 95% of LHS students  
Please check the appropriate box.

	1	2	3	4	5	6	7	8	9	10	N/A
Attitude Working with Authority											
Attitude Working with Fellow Students											
Responsibility											
Motivation											
Promptness/Preparedness											
Work Ethic											
Ability to Follow Rules											
Ability to Honor Commitments											
Ability to be a Team Player											
Ability to Communicate with Adults											
Teachable and Open to Correction											
Enthusiasm											
Tact											
Initiative											
Time Management Skills											
Positive Role Model											
Overall Character											

Additional Comments:

Teacher's Signature: \_\_\_\_\_