



Name: _____



DECA Officer Application

Dear Officer Candidate,

*Thank you for showing interest in becoming a DECA officer at Lambert! ***Each officer position has EQUAL importance, responsibilities and therefore requires dedication and leadership! Officers are required to attend ALL chapter meetings, including officer meetings **every Monday**. A DECA officer needs to meet all deadlines and show responsibility in and outside of school. Be sure to read the WHOLE application!!*

Requirements to be a DECA Officer:

1. Commit to being an active DECA member
2. Effectively Communicate with each other and DECA Advisors
3. Attend **all** officer meetings **every Monday morning at 7:40 am**
4. Take at least one marketing class for the year
5. Possess effective communication and leadership qualities/skills
6. Promote National DECA Week: Make goodies and participate in events
7. Participate in Freshman Festival (Spring)
8. Compete in DECA at Regions **and** State Competition
 - a. Test in one testing only event Oct 18-22
9. Help with the 2013-2014 major "Fundraising Event" (s)
10. Attend Fall Leadership
11. Have Reliable Transportation
12. Participate in EVERY LHS DECA fundraiser/community service project
 - a. Miss LHS Pageant, Fashion Show, Football Tailgate and Basketball Game
13. Be open and flexible to change and new ideas
14. Attend the DECA Banquet in May
15. **Refer to page with 2013-2014 dates **
16. Love DECA ☺ ☺ !!

**Each officer will be required to purchase their own DECA Blazer from DECA Images or from a previous student who is graduating at a discounted rate.

**If you do not meet these requirements at any time you will
be removed from your position and replaced**

Student Signature: _____

Parent Signature: _____

****Which 2013-2014 position do you want to campaign for? (Circle one)**

President/Vice President VP Event Coordinator (1 positions)

VP Finance VP Technology/Social Media VP Membership/Secretary

VP Competitive Events (2 positions) VP Communications (2 positions)

Please submit the following on these due dates:

- **Wednesday, April 16:** Name, Position you are running for and signature sheet
- **Friday, April 19:**
 - A 1/2 - 1 pg explanation/essay of why you want to become an officer for the position of your choice and why you are qualified (including your accomplishments and goals)
 - Attach a resume

- 1 minute campaign speech—rough draft (have a campaign theme, etc)
- **Tuesday, April 30**—Officer Video Taping—before school, after school, during 3rd lunch (you will be assigned a time)
 - Be in room 1611 at your assigned time with your speech and any other campaign items for recording. **Dress Professionally—with a DECA blazer**
 - 1 campaign poster (will be hung outside the marketing room) –look at examples
- **Monday, April 29**: one teacher recommendation
- **Friday, May 3rd**: Officer Interviews (you will be assigned a time before or after school)—please let me know if you have to have one or the other
- **Monday, May 6** at 3:45 pm in 1611: DECA Party (campaign & handout materials)
- **Tuesday, May 7th**: Show video in classes for voting by DECA Members
- **Wednesday, May 8**: Officers will be posted on LHS DECA website
- **Thursday, May 9**: DECA Banquet: Induction

2013-2014 Calendar of Events

August:

- Officer Meetings: Mondays at 7:40 am
- August ____ : Advisory Board & Parent Breakfast

September:

- Officer Meetings: Monday's at 7:40 am
- September: Chapter Meeting 7:30 am
- September ____: Pre-Competition Workshop @ 6
- September ____: Business of Baseball Field Trip

October:

- Officer Meetings: Monday's at 7:40 am
- October: Pageant Rehearsals (3)
- October: DECA Chapter Meeting at 7:30 am
- October ____: DECA Manual Competition Seminar at 4 pm
- October 24-25: Fall Leadership
- October ____: Miss LHS Pageant @ 6:30
- October ____: Community Service Football Game and Tailgate

November:

- Officer Meetings: Mondays at 7:40 am
- November ____: National DECA Week
- November ____: DECA Chapter Meeting
- November ____: Testing Only and Testing plus Role-Play Competition Seminar @ 4 pm
- November 18-22: GA TESTING ONLY online testing

December:

- Officer Meetings: 12/3, 12/10, & 12/17

- December 14th: Community Service Basketball

- Holiday Party: TBA

- December 14: NTHS Trackers Due

January:

- Officer Meetings: Monday's at 7:40 am
- January ____: Chapter Meeting at 7:30 am
- January 16-22: Region online Testing
- January 23: Region Competition
- January ____: Freshman Festival
- January: Fashion Show Rehearsal(s)

February:

- Officer Meetings: Monday's at 7:40 am
- February ____: LHS Prom Fashion Show
- February 3-6: State Online testing
- February ____: State Comp meeting for Parents 6:00 pm
- February 12: Chapter Meeting at 7:30 am
- February ____: State Comp meeting for Students @ 7:30am
- February 27-March 1: State Competition

March:

- Officer Meetings: Monday's at 7:40 am
- March 12: Chapter Meeting at 7:30 am
- March ____: Field Trip to Chick-fil-a
- March ____: Field Trip to the Mart

April:

- Officer Meetings: Monday's at 7:40 am
- April ____: Chapter Meeting at 7:30 am

May:

- Officer Meetings: Monday's at 7:40 am
- May 3-6: ICDC in Anaheim CA
- May ____: End of Year Party
- May ____: DECA Banquet @ 6:00pm

Please let us know if you need anything! ☺ Ms. Mathis and Mrs. Urrea

Student Name _____

Applying for the DECA officer Position of _____

Teacher Recommendation #1:

Name of recommending teacher: _____

Signature: _____

Do you recommend this student for a **DECA** officer position? Circle One:

YES

NO

WHY?

Rate on a scale of 1 to 10 with 10 being the best possible.

Attitude:	☹ 1	2	3	4	5	6	7	8	9	10 ☺
Responsibility:	☹ 1	2	3	4	5	6	7	8	9	10 ☺
People Skills:	☹ 1	2	3	4	5	6	7	8	9	10 ☺
Timeliness:	☹ 1	2	3	4	5	6	7	8	9	10 ☺

*** **Teachers**, Please return this completed form to

Mrs. Urrea or Mrs. Parsons by Tuesday, April 24

Thanks ☺

(Mailbox or Room 1611 or 1544)

