



OREGON

DECA™

**Oregon DECA  
State Officer  
Candidate Guide**

**LETTER FROM THE OREGON DECA** \_\_\_\_\_ **3**

**IS RUNNING FOR OREGON DECA STATE OFFICE RIGHT FOR ME?** \_\_\_\_\_ **4**

**STATE OFFICER POSITIONS AND JOB DESCRIPTIONS** \_\_\_\_\_ **5**

**ELECTED OFFICE** \_\_\_\_\_ **5**

**APPOINTED OFFICES** \_\_\_\_\_ **5**

**ROLES AND RESPONSIBILITIES OF ALL OFFICERS** \_\_\_\_\_ **5**

**DECA Mission Statement** \_\_\_\_\_ **6**

**ELIGIBILITY REQUIREMENTS** \_\_\_\_\_ **7**

**APPLICATION REQUIREMENTS** \_\_\_\_\_ **7**

**OVERVIEW** \_\_\_\_\_ **7**

**STEP 1: APPLICATION WITH ACCOMPLISHMENT DOCUMENTATION [REVIEWED BY STATE DIRECTOR]** \_\_\_\_\_ **8**

**STEP 2: PORTFOLIO [REVIEWED BY COMMITTEE]** \_\_\_\_\_ **10**

**STEP 3: INTERVIEW [REVIEWED BY COMMITTEE]** \_\_\_\_\_ **12**

**STEP 4: Elections (Vote by Delegates at SCDC Annual Business Meeting)** \_\_\_\_\_ **14**

**STATE OFFICER CANDIDATE DEADLINES** \_\_\_\_\_ **15**

**STATE OFFICER CANDIDATE FORMS** \_\_\_\_\_ **16**



## LETTER FROM OREGON DECA

Oregon DECA Chapter Advisors,

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

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

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

- Assist your candidate with completing all required aspects of the State Officer candidate application and review their campaign speech and campaign materials.
- Make a personal commitment to cooperate with the State Advisor and State Officer Coach to ensure that your State Officer fulfills all of their State Officer responsibilities.
- Serve as an ongoing mentor to your State Officer.
- Arrange additional time to work with your State Officer.
- Review with your State Officer the State Officer team Program of Leadership and Redbooth (access is given to officers once they are elected) to ensure that they are on track and up to date on all assignments.
- Edit and review materials and communication before officers submit and distribute them.
- Provide your officer with workspace supplies, telephone access, email access and any necessary financial support.
- Assist with the ongoing training of all officers.

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

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



## IS RUNNING FOR OREGON DECA STATE OFFICE RIGHT FOR ME?

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

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

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

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

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



## STATE OFFICER POSITIONS AND JOB DESCRIPTIONS

### ***ELECTED OFFICE***

The following position is elected by votes by the voting delegates:

- President

### ***APPOINTED OFFICES***

The following positions are appointed by an interview panel:

- Vice President of Marketing
- Vice President of Leadership
- Vice President of Finance
- Vice President of Career Development
- Vice President of Hospitality

If the election and/or State Conference shifts to a virtual format, specific changes and expectations will be provided for all candidates at the required Candidate Briefing Session as outlined in this guide.

### ***ROLES AND RESPONSIBILITIES OF ALL OFFICERS***

1. Attend all State Officer meetings from start to finish throughout entire term in office.
2. Plan the Program of Leadership as a team for the members of Oregon DECA, and work to achieve the goals and objectives set in the Program of Leadership.
3. Attend all State Officer meetings, 100X Officer Program opportunities, Emerging Leader Summit (ELS) (tentative), Chapter Officer Training, Oregon Fall Leadership Conference and the State Career Development Conference (SCDC). Officers are strongly encouraged to attend the Western Region Leadership Conference (WRLC) or Power Trip and the International Career Development Conference (ICDC).
4. Communicate with the president, team coach(es), executive director, and other appropriate parties on a regular basis.
5. Submit a monthly report about local, regional, and state DECA activities participated in.
6. Participate with the State Officer team in other projects as planned.

The State Officer Leadership Team is the core group of DECA members providing leadership to the statewide organization. To ensure success, the DECA mission-based officer positions provide the defined roles and responsibilities needed to support the overall mission and goals of DECA.



### **DECA Mission Statement**

DECA prepares **emerging leaders** and **entrepreneurs** for **careers** in **marketing**, **finance**, **hospitality**, and **management** in high schools and colleges around the globe.

There are six (6) mission-based officer positions on the Oregon DECA State Officer Team. As emerging leaders, DECA encourages leadership teams to practice real-world leadership by adopting a structure that mirrors business and industry. DECA officer positions are aligned with the DECA mission to ensure that each aspect of the mission is represented with great leadership.

#### President

Practice the “Entrepreneurial” and “Management” elements of DECA’s Mission Statement. Serves as the liaison between the State Officer Leadership Team and the Executive Officers of DECA Inc. Establishes vision, management, and organization for the team and ensures each state officer has the training, support, accountability, and resources to deliver a powerful DECA experience for every Oregon DECA member.

#### VP of Leadership

Practices the “Emerging Leaders” element of the DECA Mission. Responsible for providing support and leadership to all statewide non-competitive event career and leadership activities.

#### VP of Career Development

Practices the “Careers” element of the DECA mission. Responsible for providing support and leadership to statewide participation, preparation, and performance in Competitive Events.

#### VP of Marketing

Practices the “Marketing” element of the DECA mission. Responsible for providing support and leadership to statewide membership, branding, and promotional campaigns.

#### VP of Finance

Practices the “Finance” element of the DECA Mission. Responsible for providing support and leadership on statewide philanthropy efforts.

#### VP of Hospitality

Practices the “Hospitality” element of the DECA mission. Responsible for providing support and leadership statewide to the Oregon DECA membership and connecting members to a welcome, value-filled, fun educational experience through outreach efforts.



### ELIGIBILITY REQUIREMENTS

1. A candidate must be an active member of an Oregon DECA Chapter and in good standing of Oregon DECA and DECA Inc. by the published deadline date. The candidate must still be in high school during their term of office.
2. A candidate should have held or be holding a DECA chapter office, but it is not required.
3. A candidate must have earned a GPA of 2.50 (4.00 scale) or better for the term preceding their running for office.
4. It is the chapter advisor's responsibility to have the application forms completed by the candidate and submitted to Oregon DECA by **January 20, 2023 at 5PM.**
5. Each chapter may submit only one candidate for each available office. Offices are held individually, there are no co-positions.

### APPLICATION REQUIREMENTS

#### OVERVIEW

To be an eligible candidate for state office, the following steps MUST be completed:

1. Complete the State Officer Application with Accomplishment Documentation
2. Portfolio (Electronic)
3. Submit all required forms by deadline. Forms are found at the end of this guide.

#### ONLINE (SEE PAGE 16 FOR SUBMISSION LINK):

DESCRIPTION	DEADLINE	DONE
Oregon DECA State Officer Candidate Application and Accomplishment Form	January 20, 2023	
Oregon DECA State Officer Candidate Portfolio	January 20, 2023	
Oregon DECA State Officer Uniform Information.	January 20, 2023	

#### SUBMITTED VIA APPLICATION

DESCRIPTION	DEADLINE	FORM	DONE
Advisor Checklist	January 20, 2023	4	
State Officer Candidate Agreement	January 20, 2023	5	
State Officer Conduct Agreement	January 20, 2023	6	
State Officer Travel Authorization Form	January 20, 2023	7	
School Administration Statement of Support	January 20, 2023	8	
Oregon DECA Delegate Permission/Medical Release Form	January 20, 2023	9	



## STEP 1: APPLICATION WITH ACCOMPLISHMENT DOCUMENTATION [REVIEWED BY STATE DIRECTOR]

- All Candidates for office **MUST** complete the application and accomplishment form by the deadline.
- Points are to be claimed based upon your Oregon DECA participation, as outlined below. There are 3 sections of the Accomplishment portion of the application a student must have a minimum of 10 points from each section and no more than 40 points from any one section. You must have a minimum of 60 points to submit an application for State Office.
- Attendance at a conference or holding an office may be claimed for each year that you were a member, including the current year. The indicated point values may be claimed for each year of your participation. Enter the points claimed in the column to the right of each section.
- If documentation is required, the required documentation is outlined in the point category and must be submitted with this application form.
- **ANY DELIBERATE ATTEMPT TO CLAIM POINTS NOT EARNED WILL RESULT IN DISQUALIFICATION of the Applicant**



Accomplishment	Points Possible	Points Earned
<b>SECTION 1</b>		
Attendance at an Oregon DECA Fall Conference or DECA educational conference (Power Trip, Innovation and Entrepreneurship Conference, New York Experience, or Sports and Entertainment Marketing Conference) Documentation: copy of registration and/or photo of you at conference	10	
Attendance at an ICDC (International Career Development Conference) Documentation: copy of registration and/or photo of you at conference	15	
Attendance at a State Career Development Conference Documentation: room registration and/or photo of you at conference	10	
Attendance at a Western Regional Leadership Conference Documentation: room registration and/or photo of you at conference	10	
Holding a State Office	10	
<b>SECTION 2</b>		
Participate in a Community Service Project (note this does not have to be a DECA Project Management Event) Documentation: project leader confirmation or photo of you at the event (up to 20 points)	5	
Lead a Community Service Project (note this does not have to be a DECA Project Management Event) Documentation: advisor confirmation (up to 20 points)	10	
Indicate years as a DECA member _____ (up to 6 points)	2	
Participate in National DECA month promotion. Documentation: photo	5	
Presentation before Civic Group (e.g. Boy Scouts, Chamber of Commerce, Kiwanis, School Board) Documentation: Photo or letter from official (up to 20 points)	10	
DECA Exhibit (e.g. Homecoming, Back to School Night, Middle School presentation) Documentation: photo and or letter from official up to (up to 15 points)	5	
Material published to Social Media minimum of 4 articles. Documentation: copies of published material from (up to 10 points)	5	
Article submitted to DECA Inc; Documentation of submitted or published article (up to 20 points)	10	
<b>SECTION 3</b>		
Holding a Leadership Position (DECA or non-DECA). Documentation: advisor confirmation (up to 20 points)	10	
Recognition for Competitive Event at either SCDC or ICDC; Documentation: photo or letter from official 1 <sup>st</sup> – 3 <sup>rd</sup> place = 10 points, 4 <sup>th</sup> – 8 <sup>th</sup> place = 5 points	5 - 10	
<b>TOTAL POINTS CLAIMED:</b>		
<b>TOTAL POINTS VERIFIED (Official Use Only)</b>		

**STEP 2: PORTFOLIO [REVIEWED BY COMMITTEE]**

All State Officer Candidates will submit an electronic portfolio for review by a committee assembled by the Oregon DECA State Team. Committees may be comprised of individuals from the State Leadership Management team (State Director or Officer Coach); students from OR DECA regions after being nominated by advisors; and/or 2-5 adults from one or more of the following groups: Board of Trustees, Alumni Officers, current Advisors, and/or community member.

The electronic portfolio should include:

- Letter of recommendation from the DECA Advisor of the applicant's school
- Resume
- Candidate Responses: Please type responses to the below questions on a separate document to these questions using 500 words or less for each question.
  - i. You are at the airport, about to depart for the International Career Development Conference, when you are approached by a couple who asks, "What is DECA?". How would you respond?
  - ii. Describe a significant life accomplishment, project, or experience that qualifies you to be an Oregon DECA state officer. Why is it important to you, and what has it taught you?
  - iii. Why do you wish to be an Oregon DECA state officer?
- 3-minute video that addresses the question "If a Chapter Member were to ask about your background and capabilities as a DECA Leader, what would you say?"
  - Video must include Character, Leadership, Teamwork, Work Ethics, and Receptivity.
- Optional inclusions:
  - Copies of published articles written by applicant about DECA
  - Copies of awards or accomplishments
  - Additional Letters of Recommendation
    - Letter # 1 from a teacher, administrator, or guidance counselor from the applicant's school
    - Letter # 2 by an individual that can speak in regard to the applicant's qualifications. Potential recommenders could include: a coach, a boss, etc.

Electronic PDF Portfolios are submitted via Google Drive or Dropbox folder. Save all PDF files in a folder and then submit a link to the folder so that it may be reviewed by the Oregon DECA State Team and Selection Committee. *\*Be sure to adjust any sharing settings so that anyone with a link may view the files\**

Points awarded during the Portfolio review will be combined with the application score to identify candidates who will move onto the interview step of the process. The committee will make the final decision of who will move forward.



PORTFOLIO RUBRIC – 30 Points Available				
	0	1	2	3
Resume (0-3 pts)	Little to no value	Resume needs improvement. Spelling, grammar, and/or formatting is below expectations.	Resume meets expectations. Formatting is satisfactory.	Very high-quality resume. Professionally formatted.
Answer to Question 1 (0-3 pts)	Little to no value	Answer needs further development, written communication needs improvement, and/or response does not support the DECA brand.	Well-developed answer. Written communication is satisfactory. Supports the DECA brand.	Very well-developed answer. Professional quality writing. Supports or enhances the DECA brand.
Answer to Question 2 (0-3 pts)	Little to no value	Answer needs further development, written communication needs improvement, and/or response does not support the DECA brand.	Well-developed answer. Written communication is satisfactory. Supports the DECA brand.	Very well-developed answer. Professional quality writing. Supports or enhances the DECA brand.
Answer to Question 3 (0-3 pts)	Little to no value	Answer needs further development, written communication needs improvement, and/or response does not support the DECA brand.	Well-developed answer. Written communication is satisfactory. Supports the DECA brand.	Very well-developed answer. Professional quality writing. Supports or enhances the DECA brand.
Video shows evidence of candidate's <b>Character</b> (0-3 pts)	No evidence of Character and does not support the DECA brand	Needs improvement, and/or there is little evidence of Character given or exhibited. Does not support the DECA brand.	Character is clearly evident. Supports the DECA brand.	Character is very well-developed and easily seen throughout the presentation. Supports or enhances the DECA brand.
Video shows evidence of candidate's <b>Leadership</b> (0-3 pts)	No evidence of Leadership and does not support the DECA brand	Needs improvement, and/or there is little evidence of Leadership given or exhibited. Does not support the DECA brand.	Leadership is clearly evident. Supports the DECA brand.	Leadership is very well-developed and easily seen throughout the presentation. Supports or enhances the DECA brand.
Video shows evidence of candidate's <b>Teamwork</b> (0-3 pts)	No evidence of Teamwork and does not support the DECA brand	Needs improvement, and/or there is little evidence of Teamwork given or exhibited. Does not support the DECA brand.	Teamwork is clearly evident. Supports the DECA brand.	Teamwork is very well-developed and easily seen throughout the presentation. Supports or enhances the DECA brand.
Video shows evidence of candidate's <b>Work Ethics</b> (0-3 pts)	No evidence of Work Ethics and does not support the DECA brand	Needs improvement, and/or there is little evidence of Work Ethics given or exhibited. Does not support the DECA brand.	Work Ethics is clearly evident. Supports the DECA brand.	Work Ethics is very well-developed and easily seen throughout the presentation. Supports or enhances the DECA brand.
On Time (0-2 pts)	More than 24 hours late	Up to 24 hours late with good reason	On Time	N/A
Complete (0-1 pts)	Incomplete	Complete	N/A	N/A
Overall Impression (0-3 pts)	Candidate is not well-suited for the job.	Candidate might not be well-suited for the job.	Candidate seems capable of the job.	Candidate seems very capable and promising.

**STEP 3: INTERVIEW [REVIEWED BY COMMITTEE]**

The Interview committee will invite qualifying candidates for an onsite interview after reviewing portfolio submissions (it is possible that not all candidates are invited to interviews). The committee will have the opportunity to ask each applicant the same prepared questions. The interview will last no longer than 10 minutes. The interview committee reserves the right to put forth only the highest qualified candidates.

**Listed below are possible interview questions:**

- Why are you interested in running for a position as a State Officer?
- What makes you qualified to run for this position?
- Why did you decide to run for a Vice President position instead of President? / Why did you decide to run for President instead of a Vice President position?
- What is your biggest strength? What is your biggest weakness?
- What is your DECA story?
- If you could describe DECA in one word, what would it be?
- What are your accomplishments in DECA?
- What do you plan to accomplish for your organization?
- Describe a time in your life when you were faced with hardship and how you overcame it.
- If an internal conflict happens among State Officers, what would you do to solve the conflict?
- How will you be able to balance your social life, academics, and DECA?
- What are your aspirations for the future?
- Describe a time in your life when you had to be a leader.
- What is one trait that is essential to being a successful leader?
- What is one trait that is essential to working with others in a team?
- What is the biggest problem present in Oregon DECA? How do you plan to combat this problem?

## INTERVIEW RUBRIC

ATTITUDE	0	1	2	3
Attentive, enthusiastic, self-confident, supports own convictions, socially at ease and comfortable, alert and responsive, sincere, conscientious, competitive and open-minded	Candidate shows absolutely no interest in the position; mumbles, incorrectly pronounces terms, and speaks too quietly for the majority of the panel to hear.	Candidate shows some negativity about the position. Voice is low and they incorrectly pronounce terms. Panel has difficulty hearing presentation.	Candidate occasionally shows a positive feeling about the position. Voice is clear and they pronounce most words correctly. The panel can hear the presentation.	Candidate demonstrates a strong, positive feeling about the position during the presentation. Uses a clear voice and correct, precise pronunciation of terms. The panel can clearly hear the entire presentation.
PROFESSIONALISM	0	1	2	3
Courteous, poised, good introduction, thank you, proper grammar, good diction, appropriate word selection	Candidate demonstrated little to no knowledge of the position and did not cover all significant aspects of the position. Panel cannot understand the presentation because there is no sequence of information.	Candidate demonstrated partial knowledge of the position but did not cover all significant aspects of the position. Panel has difficulty following the presentation because it jumps around.	Candidate demonstrated knowledge of the position but did not cover all significant aspects of the position. Panel can follow the presentation because it is presented in a logical sequence.	Candidate demonstrated a vast knowledge of the position including job duties, experience, etc. Panel can follow the presentation because it is presented in an interesting, logical, and engaging sequence.
PERSONALITY	0	1	2	3
Positive attitude, charismatic, friendly, conversational, attentive, enthusiastic, self-confident, supports own convictions, socially at ease and comfortable	Candidate demonstrated little to no reflection related to the position sought and failed to explain why they would be best suited for the position.	Candidate demonstrated vague reflection related to the position sought and stated one or two reasons they would be best suited for the position.	Candidate demonstrated some reflection related to the position sought and covered multiple reasons that they would be best suited for the position.	Candidate demonstrate a significant amount of reflection related to the position sought and covered multiple reasons that they would be best suited for the position.
PRESENTATION	0	1	2	3
Ability to present and communicate in an effective manner, speaks clearly and smoothly, appropriate use of gestures, good eye contact	Displayed no eye contact, while reading directly from their notes. Very little movement or descriptive gestures. Candidate displays tension and nervousness; has trouble recovering from mistakes.	Displayed minimal eye contact, while reading mostly from their notes. Very little movement or descriptive gestures. Candidate displays some tension and nervousness; has trouble recovering from mistakes.	Consistent use of direct eye contact with the audience, but still returns to notes. Made movements or gestures that enhance articulation. Candidate made minor mistakes, but quickly recovered from them; displays little or no tension	Holds attention of the audience with the use of direct eye contact. Seldom looking at notes. Movements seem fluid and help the group visualize. Candidate displays relaxed, self-confident nature about self, with little to no mistakes.

#### STEP 4: ELECTIONS (VOTE BY DELEGATES AT SCDC ANNUAL BUSINESS MEETING)

All candidates for the office of President that completed steps 1-3 and are approved by the committee will have their names presented as possible candidates during the SCDC Annual Business Meeting. All candidates for the office of President are required to complete the following during the Conference:

- Deliver a two-minute speech to the Oregon Chartered Association during the Opening ceremony. This speech should demonstrate your passion and enthusiasm towards Oregon DECA.
- Deliver a one-minute speech during the Annual Business Meeting. This speech should quickly summarize how you plan to serve the members of Oregon DECA.

If the election and/or State Conference shifts to a virtual format, specific changes and expectations will be provided for all candidates at the required Candidate Briefing Session as outlined in this guide.

#### ELECTION

1. The State Officer election is considered as new business and takes place during the annual business meeting.
2. For the annual business meeting, all voting delegates must be in professional attire, arrive promptly and be checked in at the door before the president calls the meeting to order. All voting delegates must be seated in their designated areas by the start of the meeting. Voting delegates not seated will not be allowed to cast a vote.
3. The State President will supervise the seating of delegates, in order to ensure that only voting delegates are seated in the voting delegate seating area. Each chapter is allotted two voting delegates. One individual must be present for each vote cast.
4. A current State Officer will introduce each candidate for the office of President. Upon introduction, a candidate will approach the podium and have 1 minute to speak to the voting delegates one last time in a final speech. While no campaign materials may be passed out, worn or brought to the annual business meeting, the candidate will use the final minute as a verbal campaigning effort.
5. After all candidates are called, voting delegates will pick up their ballots and begin voting. During this time, candidates may not initiate contact, but may be approached by delegates. Ballots may be turned in at any point during this time, with a final call for ballots at four minutes.
6. Chapter advisors or persons acting in a chapter advisor capacity will not be allowed to participate during the election. Unless disqualified, the previous year's officer or unelected candidate may opt to apply again.
7. A secret ballot vote will be taken. Abstentions will not be counted in the total votes cast; however, "No Votes" will be counted.

8. A candidate must receive a simple majority of the votes cast to be declared the winner. If no candidate receives a majority of the votes cast on the first ballot, then a run-off election will be held between the two (2) candidates receiving the highest number of votes.
9. A qualified candidate who is not elected as President will be appointed to the state officer team.
10. In case of a run-off election, delegates will have two (2) minutes to caucus with their chapter members, members or delegates of other chapters, or contact candidates. Delegates will have one (1) minute to return to their seats when directed by the presiding officer.
11. If no candidate is elected for a specific office, that office may be appointed by the State Director.
12. New State Officers will be announced and installed at the conclusion of the Grand Awards Session.
13. New State Officers will meet for one (1) hour directly following the conclusion of the Grand Awards Session.

#### STATE OFFICER CANDIDATE DEADLINES

January 20, 2023	All forms must be received at Oregon DECA by 5:00 p.m. State Officer Portfolio Submitted
January 25, 2023	State Officers Notified of eligibility
January 30, 2023   7pm	Required Candidate Briefing Session (Virtual)
Jan. 30 – Feb. 3, 2023	Eligible Candidate Portfolio Review by Committee
February 6, 2023	Candidates Informed of Eligibility for Interview Round
February 12, 2023	Candidate Interviews
February 12, 2023	State President Candidates eligible for election will be notified of their eligibility
February 12, 2023	Oregon DECA SCDC Opening Session Candidates for President give two-minute speech during session
February 13, 2023	Annual Business Session – Election of President Candidates for President give one-minute speech during session
February 14, 2023	2023-2024 State Officer Team Announced during Grand Awards Session

## STATE OFFICER CANDIDATE FORMS

The forms on the following pages must be submitted for a candidate's application to be complete. Any missing forms could result in the disqualification of the candidate. Please ensure that all requested information is provided and that each form is complete and contains all requested signatures.

Forms Deadline: **January 20, 2023, 5pm** (received deadline)

Upload Forms 5-9 (found in this packet) to the State Officer Candidate Application

The Application Form, linked below, must be completed by the deadline and will include all application materials. Please follow the instructions in this guide and the submission form so that all files and links are submitted correctly.

**APPLICATION LINK:** <https://oregondeca.org/state-officers/candidates/>

### Application Outline

1. State Officer Candidate Information
2. Uniform Information
3. Signature Forms (found at the end of this packet)
  - a. Advisor Checklist
  - b. State Officer Candidate Agreement
  - c. State Officer Conduct Agreement
  - d. State Officer Travel Authorization Form
  - e. School Administration Statement of Support
  - f. Oregon DECA Delegate Permission/Medical Release Form
4. State Officer Candidate Portfolio
5. Candidate Accomplishments

## ADVISOR CHECKLIST FOR MEETING WITH STATE OFFICER CANDIDATES & PARENTS/GUARDIANS

The Chapter Advisor should schedule a meeting with the State Officer Candidate and their parent/guardian and carefully review this checklist and the rest of the State Officer Candidate Packet. Once the advisor has held this meeting and reviewed the checklist it should be completed, signed and dated, and submitted to Oregon DECA along with the required forms in this packet.

✓	ITEMS TO DISCUSS AND REVIEW WITH YOUR STATE OFFICER CANDIDATE
	Have a frank conversation with the State Officer candidate to ensure that they understand the commitments required of State Officers. Be sure that they understand that at times they will have to miss out on sporting events or other personal activities in order to fulfill their State Officer responsibilities. Officers must recognize that DECA conferences and events come before other social functions, including athletics and dances.
	Ensure that State Officer candidates understand that being a State Officer is a privilege and will require their very best effort. If elected the candidate will be required to devote several hours each week to their State Officer responsibilities and will not be allowed to fall behind on State Officer duties and responsibilities.
	Talk to the candidate about their involvement in other activities like sports, clubs, work, etc. Be sure that they have fully calculated the time commitment and are prepared to make DECA a priority if they are elected.
	Set up a plan for the officer to keep the advisor regularly updated about their projects, upcoming responsibilities, and duties of office.
	Discuss and create a time management plan for when and how the officer will complete their DECA work each day. Officers should plan to spend about 30 minutes a day (sometimes more) on DECA work.
	Ensure the officer has access to internet on a daily basis either at home or through the school. Officers will need access to Gmail for official State Officer communications.
	Carefully review this packet with the candidate and be familiar with the rules and guidelines for State Officer candidates.
	Ensure that all forms from this packet have been completed.
	Be sure that the candidate understands that while being a DECA State Officer is an invaluable experience and will be a great accomplishment to highlight on their resume and college applications, that being a State Officer should be about their passion for DECA and desire to be a part of making Oregon DECA great. This is a real commitment that will require time, effort, initiative, and commitment throughout their term of office.
	Verify and approve your candidate's speech if running for President. The speech must be appropriate and can be <b>no longer than two (2) minutes</b> .

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

\_\_\_\_\_  
Date



## STATE OFFICER CANDIDATE AGREEMENT

### Purpose:

Becoming an Oregon DECA State Officer requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility to this leadership training experience. In order for a candidate to be eligible for office, all parties indicated *must* sign this agreement. State Officer candidates should understand that, if elected, attendance at all State Officer meetings and activities is mandatory and that failure to attend any of these meetings will result in their removal from office, with the exception of emergencies/unsafe traveling conditions. They should also understand that they may be removed from office if in the opinion of the Executive Director or Board of Trustees if they fail to comply with State Officer responsibilities/assignments or participate in activities/conduct which would reflect negatively on Oregon DECA or the State Officer Team.

### If elected, the candidate agrees to:

1. Attend and participate in all meetings (including, but not limited to, State Officer meetings, State Officer training's, district, regional, state and International conferences) and attest that; "I fully understand the responsibilities and obligations of the position I seek and, if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the Board of Trustees, State Officer Coach, or the Executive Director, I fail to fulfill my responsibilities and obligations of office, and/or I violate the Oregon DECA Conduct Code, I can be removed from office. Should I fail to complete the duties of my office, I will be liable to return to DECA the amount expended for my participation during my term in office."
2. Perform to the best of his/her ability the duties of the elected office.
3. Maintain a GPA of 2.5 or better based on a 4.0 scale during their term of office.
4. Participate in **ALL** activities (start to finish) scheduled by the Executive Director or State Officer Coach of the Oregon Association of DECA including, but not limited to:

Biweekly	State Officer Weekly Meetings
May 2023, TBD	Emerging Leaders Welcome Retreat
July 7-9, 2023	DECA Emerging Leader Summit (Attendance still tentative)
September 2023, TBD	Summer Leadership Retreat (Tentative Dates)
Fall 2023	Chapter Visits
November/December	District Events
January TBD	Winter Leadership Retreat
February TBD	Pre-Conference Planning & SCDC 2024, Portland

#### Additional Events:

*International Career Development Conference (ICDC)  
April 22-25, 2023 / Orlando, FL  
Oregon Fall Leadership Conference  
November 2023 / TBD  
Western Region Leadership Conference (WRLC)  
November 2023 / TBD*

*Oregon DECA will pay approved expenses for required activities. Non-required activities may be partially reimbursed upon approval of the Executive Director and Board of Trustees. Please note that while Oregon DECA pays most travel expenses, some extra expenses will be the responsibility of each State Officer.*

### The Parent(s) and Candidate Agree To:

1. Authorize the release of scores received for the Officer Candidate Exam to the members and advisors of DECA.
2. If elected, authorize the candidate's cell phone number to be printed on his/her official business cards, if applicable, unless alternative arrangements are requested in writing to State Staff.
3. Grant permission to Oregon DECA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational,

promotional and other related purposes without further consideration, and acknowledge the right of Oregon DECA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

4. Pay for certain costs associated with being a State Officer.
5. Grant permission to release the GPA and grades of the State Officer as verification of accordance with officer requirements to maintain a 2.5 GPA.

**The Parent(s) and Employer(s) Agree To:**

1. Permit the candidate to participate in all scheduled Oregon DECA activities, State Officer meetings, chapter visits, and other official officer duties.
2. If the student is elected, permit, and in the case of parents, authorize the student to visit Oregon schools and participate in Oregon DECA chapter activities, conferences and meetings for the purpose of conducting official DECA State Officer business.
3. Encourage the candidate to take full benefit of the leadership development experience.
4. Attend any scheduled Oregon DECA activities, conferences and meetings when they so desire.

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

1. Recommend for state office only those candidates who are qualified.
2. Host meetings of the State Officers upon request of the Executive Director.
3. Ensure the candidate's attendance at all Oregon DECA activities.
4. Permit the candidate to visit Oregon schools and participate in DECA chapter activities, conferences and meetings for the purpose of conducting official DECA State Officer business.
5. Certify that the candidate has earned a GPA of 2.5 (4.0 base) or better for the term preceding the election and that officer maintains this during their term of office.
6. Read the Candidate Agreement and Participant Code of Conduct and discuss it with the student.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\* The State Officer Candidate Agreement Form includes two pages total. By signing on this page, the parties agree to abide by all policies and information included on both pages of this form.

\*If you change schools, jobs and/or sports at any time during your State Officer year and signatures above are not complete and current; this document must be signed again and resent to Oregon DECA.

**STATE OFFICER CONDUCT AGREEMENT**

*The following conduct policies apply to all State Officers and will be in effect for the full duration of their term of office. Official conference and activities begin when the officer leaves home for the event and ends when they return home, therefore this code is in effect throughout this entire period of time.*

*"I agree to follow the State DECA Officer Code of Conduct while I am representing the Oregon Association of DECA as a member of the State Officer Team. I will resign my office if I fail to follow this code"*

I will not possess, be under the influence of, or consume any alcoholic beverages, tobacco products, or illegal substances of any kind.

I will follow the established curfew. Curfew means I am quiet and in my own room with only those assigned to be there.

I will apply appropriate leadership principles at all times. These include but are not limited to the following: consensus building, compromising, listening, respecting other people's opinions and possessions, maintaining enthusiasm and involvement, and conflict resolution through open communications.

I will wear appropriate dress at all official functions.

I will not be engaged in any inappropriate or illicit behavior. I will immediately remove myself from all situations that could compromise my professional image.

I will refrain from dating fellow state DECA officers while I am in office. I will refrain from romantic or public displays of affection while at an Oregon DECA activity.

I will leave the door open when anyone is in the room that is not a registered guest on the rooming list for that room.

I will not deface public property. I will be responsible for any damages caused to rooms or facilities.

I will keep the state DECA staff informed of my whereabouts and activities at all times, where the activities are an official function of my office, or while I am in their charge.

I will be prompt and prepared at all times. I will carry out my duties and responsibilities to the best of my abilities. I will always conduct myself in a professional manner as a representative of DECA.

I will attend all official conference activities, unless I receive proper approval from state staff to be absent. If I am unable to participate in all required State Officer meetings, I will resign my office. Special permission must be received from the executive director or State Officer coach to be excused from required meetings.

I will keep my local district and chapter advisor informed of all official correspondence. I will forward a copy of all official correspondence written by me to the state office.

I will follow my local school policies where they are more restrictive than the state policies and guidelines.

I am responsible for reporting any violations of these codes of conduct committed by myself or by fellow officers.

I will participate in all activities required of me at a conference, meeting, or official State Officer function.

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

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Student's Signature

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Date

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Parent's Signature

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Date



**STATE OFFICER TRAVEL AUTHORIZATION**

**To be completed for each official State Officer meeting/meeting.**

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

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

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

Transportation plan for arriving at the event/meeting:

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If you will be staying overnight at a location, other than your home, on your way to the event/meeting, please describe the location, address, phone number and name of chaperone at this location.

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Transportation plan for returning home from the event/meeting:

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If you will be staying overnight at a location on your way home from the event/meeting, please describe the location, address, phone number and name of chaperone at this location.

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**All students must adhere to their local school district's student transportation policy and procedures. Please attach a copy of the completed district form pertaining to student travel for this event — or — complete the form on the next page.**

FORM 7 [cont.]

**Initial each of the following that apply:**

- The above-named student may drive herself/himself to the above function as part of her/his official responsibilities.
- The above-named student will be transported to the above function as part of his/her official responsibilities by means of  parents and/or  public transportation (Check One).
- The above-named student will be allowed to ride with \_\_\_\_\_, another State Officer, to get to and/or from the above function as part of her/his official responsibilities.
- The above-named student will be allowed to ride with representatives of the state association or its agents/contractors to get to or during the above function as part of her/his official responsibilities.
- The above-named student will be allowed to ride with other State Officers DURING the State Officer Meeting as needed to facilitate transportation. "During" is defined as the time between the scheduled start and finish of the meeting as outlined in this document. (If you do not want your child riding with other officers black out the "X" next to this item and initial to the left of it)

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

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

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

\_\_\_\_\_  
State Officer Signature\_\_\_\_\_  
Date

I agree to allow my child to use the above-named mode(s) of transportation and give permission for my child to attend this meeting.

\_\_\_\_\_  
Parent or Guardian Signature\_\_\_\_\_  
Date

\* The State Officer Travel Authorization Form includes two pages total. By signing on the page above, the parties agree to abide by all policies and information included on all pages of this form.





FORM 8

OREGON ASSOCIATION OF DECA  
WWW.OREGONDECA.ORG

## SCHOOL ADMINISTRATION STATEMENT OF SUPPORT OREGON DECA STATE OFFICER CANDIDATE APPLICATION

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

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

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

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

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

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

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

AUTHORIZED BY:

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

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

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

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

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

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



FORM 8 [cont.]

**PERMISSION/MEDICAL RELEASE FORM (5 PAGES TOTAL)**  
**ALL OREGON DECA SPONSORED ACTIVITIES 2023-2024**  
**CODE OF CONDUCT**

Attendance at any Oregon DECA sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: students, alumni, advisors, and any other authorized persons attending the activity. This form must be signed by each student and alumni (under 21) attending an OREGON DECA activity and submitted to the chapter advisor prior to the respective registration deadline. The chapter advisor must have a completed copy of the permission/medical release form for each student attending in their possession for the duration of the event, including travel to and from the event. This Form must be kept on file in the local school district after conference.

Delegates shall abide by the rules and practices of *OREGON DECA and school district policies* at all times to, during, and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in the OREGON DECA organization. The standards outlined in this document constitute the Oregon DECA Code of Conduct.

**The following shall be regarded as severe violations of the OREGON DECA Code of Conduct:**

Should a conduct code violation occur for item 1 through 7 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees.

1. **Alcohol, Drugs and Tobacco:** a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the advisor. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
2. **Curfew:** Committing serious violations of curfew regulations as outlined in item 9 below.
3. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the conduct code, or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
4. **Personal Conduct:** Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.
5. **Serious Violations** of the student conduct code of the school district or school that the student represents.
6. **Private Transportation:** Driving or riding in a private automobile during a conference, unless accompanied by an authorized advisor. (Delegates are to be housed at the conference site) Occasionally a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to complete a "Permission to use Private Transportation" form to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.
7. **Abusive Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.



**The following shall be other violations of the OREGON DECA Code of Conduct:**

Should a conduct code violation occur for items 8-12 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees or local Advisor.

1. **Conference Conduct:** Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of DECA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
2. **Curfew:** Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
3. **Dress:** Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
4. **Personal Conduct:** Failing to report accidents, injuries or illnesses immediately to the local DECA Advisor; failing to keep adult advisors informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g., the door may be propped wide open); having a delegate or advisor of the opposite sex in a room without a third person present and the door visibly open.
5. **Hotel Conduct:** Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e. phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.

**Individual School District Policies may supersede the code of conduct.**

## DRESS CODE FOR DELEGATES ATTENDING OREGON DECA SPONSORED ACTIVITIES

The following guidelines have been developed to clarify the dress code used at all DECA conferences (regardless of locations).

### ACCEPTABLE CASUAL ATTIRE

(Travel to/from conferences and non-conference activities such as shopping, sightseeing, or going out for meals, denim in good taste is allowed at OR DECA conferences only, not allowed at Western Region or National DECA)

- Slacks
- Cords
- skirts
- knee length walking shorts
- sports shirts
- blouses
- DECA t-shirts and sweatshirts
- NO gang related clothing or accessories allowed.
- All clothing must be in good repair and proper size.
- Undergarments may not show outside of over garments.

### ACCEPTABLE BUSINESS ATTIRE

(Opening/ Closing Sessions, workshops or banquets)

- Business suit or sport coat or blazer
- A dress suit or DECA blazer is always appropriate
- Dress slacks, dress skirt or business dress
- Belted pants
- Collared dress shirt, dress blouse or dress sweater
- Shirts are to be tucked in.
- Dress shoes
- Necktie/scarf/ascot

Activities such as swimming, sunbathing, jogging, or tennis warrant appropriate recreational attire for that activity.

**At any time during the conference while on-site (including hotels), you must be in casual or business attire.**

## OREGON DECA DELEGATE PERMISSION/ MEDICAL RELEASE FORM

(Students and Alumni are collectively referred to as “Delegates” in this document)

Conduct Code Endorsement, Permissions to Attend Oregon DECA Sponsored Activities, and Authorization to use pictures or student name in publications.

### Release of Claim for Damages, Emergency Medical Treatment Authorization:

Name of Delegate \_\_\_\_\_ Date: \_\_\_\_\_

Home Address \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of High School \_\_\_\_\_ Phone: \_\_\_\_\_

Advisor(s) in Charge \_\_\_\_\_

This is to certify that *the above-named delegate* has my permission to attend all Oregon DECA sponsored activities for the 2022-2023 School Year. I also do hereby, on the behalf of *the above-named delegate* absolve and release Oregon DECA, the school officials, the DECA chapter advisors, conference staff, and Oregon DECA staff from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the DECA sponsored activity.

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

I grant permission to Oregon DECA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate’s name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of Oregon DECA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

I also understand that the chapter advisor determines the criteria at the local site, for individual students and alumni to attend and participate at all DECA activities.

We have read and agree to abide by the supplied Oregon DECA Code of Conduct. Should a code of conduct violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family’s expense and/or be removed from office if in an officer status. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage, health, and medical well being. I understand that the association and its agents/contractors are not medical professionals and that communication of any health issues does not transfer responsibility for care, payment, or insurance coverage.

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

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

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

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

**MEDICAL INFORMATION**

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

Special medication being taken \_\_\_\_\_

Date of last tetanus shot \_\_\_\_\_

History of heart condition, diabetes, asthma, epilepsy or rheumatic fever \_\_\_\_\_

Any physical restrictions \_\_\_\_\_

Other conditions \_\_\_\_\_

Family doctor \_\_\_\_\_ Phone \_\_\_\_\_

**INSURANCE INFORMATION**

Company Name \_\_\_\_\_ Policy Number \_\_\_\_\_

\* The Oregon DECA Delegate Permission/Medical Release Form includes five pages total. By signing on the page above, the parties agree to abide by all policies and information included on all pages of this form.