Oregon DECA

2026-2027

State Officer Candidate Guide

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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.

This packet contains specific requirements for completing the officer application and the candidate process. Please be sure to also review the State Officer Overview packet for complete descriptions of the officer roles and responsibilities.

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

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 23, 2026 at 5PM**.
5. Each chapter may submit up to 5 candidates for 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.

APPLICATION SUBMISSION LINK: https://oregondeca.org/state-officers/candidates/

DESCRIPTION	DEADLINE	FORM	DONE
Oregon DECA State Officer Candidate Application and Accomplishment Form	January 23, 2026		
Oregon DECA State Officer Candidate Portfolio	January 23, 2026		
Oregon DECA State Officer Uniform Information.	January 23, 2026		
Advisor Checklist	January 23, 2026	4	
State Officer Candidate Agreement	January 23, 2026	5	
State Officer Conduct Agreement	January 23, 2026	6	
State Officer Travel Authorization Form	January 23, 2026	7	
School Administration Statement of Support	January 23, 2026	8	
Oregon DECA Delegate Permission/Medical Release Form	January 23, 2026	9	
Date Addendum – updated required State Officer dates given to Candidates at Candidate Briefing Session on February 10	February 22, 2026 before Candidate Interview	5	

Penalty Points will be assessed for any/all items that are not submitted by the stated deadline. Point deductions will be 3 points per day, per item up to 15 points total.

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

- 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 with the question and must be submitted with this application form. Required documentation must be renamed with candidate last name, the section number and question number, and short description.
  See example: Smith-1.3-on stage at SCDC or Smith-3.1-screenshot of advisor email
- Any items used for documentation **may only be used once.** Do NOT use the same documentation for multiple entries.
- ANY DELIBERATE ATTEMPT TO CLAIM POINTS NOT EARNED WILL RESULT IN DISQUALIFICATION of the Applicant

Accomplishment	Points Possible	Points Earned
SECTION 1		
1.1 Attendance at an Oregon DECA State Officer lead event. (Virtual Chapter Kickoff, monthly Oregon DECA Night, Virtual Competition) Documentation: screen shot of event or social media post with your picture present, email verification of sign up (up to 15 points)	5	
1.2 Attendance at an Oregon DECA Fall Conference or DECA educational conference (ELS, Power Trip, Innovation and Entrepreneurship Conference, New York Experience, or Sports and Entertainment Marketing Conference) Documentation: copy of registration, name tag and/or photo of you at conference (up to 40 points)	10	
1.3 Attendance at an ICDC (International Career Development Conference) Documentation: copy of registration, name tag and/or photo of you at conference (up to 30 points)	15	
1.4 Attendance at a State Career Development Conference Documentation: copy of room registration, name tag and/or photo of you at conference (up to 30 points)	10	
1.5 Attendance at a Western Regional Leadership Conference Documentation: copy of room registration, name tag and/or photo of you at conference (up to 30 points)	10	
1.6 Holding a State Office (up to 30 points)	10	
SECTION 2		
2.1 Participate in a Community Service Project (note this does not have to be a DECA Project Management Event) (You cannot use the same event for 2.1 and 2.2) Documentation: copy of project leader acknowledging your participation or photo of you at the event. Photo needs to clearly document the event with signage, background, etc (up to 20 points)	5	
2.2 Lead a Community Service Project (note this does not have to be a DECA Project Management Event) (You cannot use the same event for 2.1 and 2.2) Documentation: advisor confirmation clearly stating you lead the event (up to 20 points)	10	
2.3 Indicate years as a DECA member _____ including this year. (up to 6 points)	2	
2.4 Participate in National DECA month promotion on social media. Documentation: screenshot or photo of post (up to 20 points)	5	
2.5 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	
2.6 DECA Exhibit (e.g. Homecoming, Back to School Night, Middle School presentation) Documentation: copy of project leader acknowledging your participation or photo of you at the event. Photo needs to clearly document the event with signage, background, etc (up to 15 points)	5	
2.7 Material published to Social Media minimum of 4 articles/posts. Documentation: copies of published material – 4 items per 5 points (up to 10 points)	5	
2.8 Article submitted to DECA Inc; Documentation: copy of submitted or published article (up to 20 points)	10	
SECTION 3		
3.1 Holding a Leadership Position (DECA or non-DECA). Documentation: advisor confirmation of position title and organization (up to 20 points)	10	
3.2 Recognition for Competitive Event at either SCDC or ICDC; official 1st – 3rd place = 10 points, 4th – 8th place = 5 points Documentation: photo with award and event description in document naming competitive event or written documentation from Advisor	5 - 10	
TOTAL POINTS CLAIMED:		
TOTAL POINTS VERIFIED (Official Use Only)		

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 using 500 words or less for each question.
    i. Why do you want to be an Oregon DECA State Officer?
    ii. Why would you be the best choice over other candidates to assume a leadership role? Please provide specific examples to support your answer.
    iii. How do you describe DECA to people who ask you what DECA is?
- Candidate Video: Record a video with the following items. The total length of the video should be from 3 - 5 minutes.
    - Record a portion of the video as if you were presenting your DECA story to a room of people. (approximately 1 min)
    - Record a portion of the video in a more casual setting, sharing personal examples of how you have demonstrated Leadership, Character, Teamwork and Work Ethic. (approximately 2-4 min)
- 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.

Please rename saved files using the candidate's last name-portfolio-description of document. For example: Smith-Portfolio-Advisor Letter of Recommendation

Be sure to adjust any sharing settings so that anyone with a link may view the files

Candidate Name: _____ Total Score: _____

PORTFOLIO RUBRIC – 36 Points Possible				
	0	**1**	**2**	**3**
Letter of Recommendation (0-3 pts)	No letter of recommendation	Advisor recommends candidate but with concerns.	Advisor recommends candidate.	Advisor recommends candidate with high emphasis.
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.
Candidate Responses 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.
Candidate Responses 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.
Candidate Responses 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 portion of candidate's DECA Story. (0-3 pts)	Little to no value	Answer needs improvement in clear structure. Public speaking qualities such as eye contact, clear enunciation, hand gestures, body posture, confidence, etc. need improvement.	Developed and somewhat clear messaging in answer. Displays satisfactory level of public speaking qualities. Such as eye contact, clear enunciation, hand gestures, body posture, confidence, etc.	Very well-developed and clear messaging in answer. Displays high level of public speaking qualities. Such as eye contact, clear enunciation, hand gestures, body posture, confidence, etc.
Video shows evidence of candidate's ***Leadership*** (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 ***Character*** (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 ***Teamwork*** (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 ***Work Ethic*** (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 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?

Candidate Name: _____ Total Score: _____

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: BUSINESS SESSION AND CANDIDATE MEET & GREET

In addition to Presidential candidates, ALL candidates for office will participate in a meet and greet with association members at the conclusion of any association business brought forth. NO campaign materials or visuals are permitted. This is strictly a chance for members to meet and talk with candidates.

At the conclusion of the Meet & Greet the business session will adjourn and the election session will be called to order.

STEP 5: BUSINESS MEETING - ELECTION SESSION (VOTE BY DELEGATES AT SCDC ELECTION SESSION)

All candidates for the office of President, that completed steps 1-3, AND are approved by the committee, will have their names presented as presidential candidates during the SCDC Annual Business Meeting. All candidates for the office of President are required to complete the following during State 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, Election Session. 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 Business Session will reconvene for the election vote.
2. The State Officer election is considered as new business and takes place during the annual business meeting.
3. 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 who are not seated will not be allowed to cast a vote.
4. 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.
5. 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.

6. 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.
7. 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.
8. A secret ballot vote will be taken. Abstentions will not be counted in the total votes cast; however, "No Votes" will be counted.
9. 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.REVISED President will be determined based on 80% vote and 20% portfolio/interview score.
10. A qualified candidate who is not elected as President may be appointed to the state officer team.
11. 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.
12. If no candidate is elected for a specific office, that office may be appointed by the State Director.
13. New State Officers will be announced at the conclusion of the Monday night Awards Session and installed at the conclusion of the Grand Awards Session.
14. New State Officers will begin their term training on Tuesday according to the conference schedule.

STATE OFFICER CANDIDATE DEADLINES

January 23, 2026	All forms must be received at Oregon DECA by 5:00 p.m. State Officer Portfolio Submitted
January 30, 2026	State Officers Notified of eligibility
Jan. 30 – Feb. 8, 2026	Eligible Candidate Portfolio Review by Committee
February 8, 2026	Candidates Informed of Eligibility for Interview Round
February 10, 2026 | 7pm	Required Candidate Briefing Session (Virtual)
February 22, 2026	Candidate Interviews
February 22, 2026	State President Candidates eligible for election will be notified of their eligibility
February 22, 2026	SCDC Opening Session - Candidates for President give two-minute speech
February 23, 2026	SCDC Business Session/Candidate Meet & Greet – Business meeting followed by All Candidates Meet & Greet (this is an opportunity for members to meet candidates and get to know them and their goals. NO campaign materials or visuals are permitted. This is NOT a campaign session – it will be a round robin style meet & greet)
February 23, 2026	SCDC Election Session – Election of President Candidates for President give one-minute speech during session
February 23, 2026	SCDC Awards Session – 2026-2027 State Officer team announced
February 24, 2026	SCDC Officer Transition and Training – approximately 3-hour session (Tuesday). Outgoing and Incoming Officers with incoming advisors joining for a portion of the session.
February 24, 2026	SCDC Grand Awards Session – 2026-2027 State Officer team inducted

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 23, 2026 - 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. Candidate Accomplishments
4. State Officer Candidate Portfolio
5. 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

Penalty Points will be assessed for any/all items that are not submitted by the stated deadline. Point deductions will be 3 points per day, per item up to 15 points total.

FORM 4

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 **no longer than two (2) minutes**.

_____ _____

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:

2026-2027 Dates	Event and Location
Biweekly	State Officer Weekly Meetings (virtual)
May	Emerging Leaders Welcome Retreat (location TBD)
July 11-13, 2026	DECA Emerging Leader Summit, Tysons, VA (pending Board approval)
Monthly Aug-Feb	100X Officer Leadership Series (virtual)
September - December	Fall Leadership Conference (when conference is within 1hr from officer)
September or October	Fall Retreat & Advisor Conference (location TBD)
October - February	Chapter Visits (as requested and as availability allows)
November - January	District Events (as requested and as availability allows)
January 2027	Winter Leadership Retreat (location TBS)
February 5-8, 2027	Pre-Conference Planning & SCDC Feb 6-8, 2027 (Portland, OR)

Additional Events (attendance with chapter):

Optional Events (Expenses NOT covered by Oregon DECA):
International Career Development Conference (ICDC), April 25-28, 2026 / Atlanta, GA

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.

Student's Signature	Date
Parent's Signature	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:

_____

_____

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.

_____

_____
Transportation plan for returning home from the event/meeting:

_____

_____

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.

_____

_____

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.

_X__ 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.

_X__ 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.

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 is it 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 2026-2027
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.

FORM 9

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 2024-2025 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.