OREGON DECA

STATE OFFICER CANDIDATE GUIDE

2027-2028

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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 by completing all required aspects of the State Officer candidate application and reviewing 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 for 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 these 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 candidate'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 a current and good standing Oregon DECA Chapter of DECA Inc.
2. A candidate must have earned a GPA of 2.50 (4.00 scale) or better for the term preceding their running for office.
3. A candidate must complete the application requirements (see below) and submit those forms to OR DECA by **January 8, 2027, at 5PM**.
4. Each chapter may submit up to 5 candidates. Offices are held individually; there are no co-positions.
5. Please reference the application forms for additional requirements of candidates.

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
Oregon DECA State Officer Candidate Application and Accomplishment Form	January 8, 2027	
Oregon DECA State Officer Candidate Portfolio	January 8, 2027	
Oregon DECA State Officer Uniform Information.	January 8, 2027	
Advisor Checklist	January 8, 2027	4
State Officer Candidate Agreement	January 8, 2027	5
State Officer Conduct Agreement	January 8, 2027	6
State Officer Travel Authorization Form	January 8, 2027	7
School Administration Statement of Support	January 8, 2027	8
Oregon DECA Delegate Permission/Medical Release Form	January 8, 2027	9
Required Candidate Briefing Session (Virtual)	January 27, 2027	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]

1. All Candidates for office MUST complete the application requirements *(see page 3 of State Officer Candidate Guide)* by **January 8, 2027 at 5PM**.
2. Oregon DECA State Officer Candidate Application and Accomplishment Form are graded on a points system.
    2.1. Application can be found by clicking this link: https://www.cognitoforms.com/DECA7/ORDECAStateOfficerCandidateApplication
    2.2. Accomplishment Form can be found on page 5 of the Oregon DECA State Officer Candidate Guide.
3. Points are earned based on your Oregon DECA participation, as outlined.
    3.1. There are 3 sections of the accomplishment portion of the application.
    3.2. Points must be earned during a candidate's high school academic years.
    3.3. A student must have a minimum of 10 points from each section and no more than 40 points from any one section.
    3.4. You must have a minimum of 60 points to submit an application for the Oregon DECA State Office.
    3.5. Attendance at an approved DECA and/or leadership conference, or holding an approved local/state DECA officer role, may be claimed for points each year/occurrence of participation.
    3.6. Some sections require DECA advisor proof or documentation; others may require a general advisor. These advisors can be non-DECA advisors.
4. Enter the points claimed in the column to the right of each section. Claimed points will be fact checked with all other required materials listed on page 3 under Application Requirements.
5. When filling out the application for the Oregon DECA State Office, there may be areas that indicate additional documentation and/or questions needing to be answered by the candidate. These must also be submitted with the Oregon DECA State Officer Candidate Application and Accomplishment Form.
    5.1. Required documentation must be renamed with the candidate's last name, the section number and question number, and short description.
    (Example: Smith-1.3-on stage at SCDC, Smith-3.1-screenshot of advisor email, etc.)
    5.2. Any items used for documentation may only be used once per area in the application and the form. **DO NOT** use the same documentation for multiple entries. The documentation will be deemed "missing" for the area(s) intended for the documents to be used multiple times, and this will result in point reductions based on the area of the application and/or the form.

6. Under the Oregon DECA State Management Team's judgement, **ANY DELIBERATE ATTEMPT TO CLAIM POINTS NOT EARNED WILL RESULT IN DISQUALIFICATION** of the candidate.

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.

Your electronic portfolio must include the following:

REQUIRED MATERIALS
(Please see the Portfolio Rubric to ensure you meet the standards for each question)

1. **DECA Advisor Recommendation**
    a. Letter of recommendation from the DECA Advisor at your school.

2. **Resume**
    a. Include your education, DECA involvement, leadership experience, work experience, community service, honors/awards, and relevant skills or accomplishments.
    b. Highlight experiences that demonstrate your leadership, character, teamwork, work ethic, and commitment to DECA.
    c. Keep your resume to 1–2 pages.

3. **Candidate Responses**
    a. Submit responses to each question in a separate document.
    b. Maximum 500 words per response.
    c. Answer Question 1: Why do you want to be an Oregon DECA State Officer?
    d. Answer Question 2: Why would you be the best choice to serve in a leadership role? Provide specific examples.
    e. Answer Question 3: How do you describe DECA to someone who asks, "What is DECA?"

4. **Candidate Video**
    a. 3–5 minutes total; videos surpassing 5 minutes, the additional time will not be viewed.
    b. DECA Story: Approximately 1 minute presenting your DECA story as if speaking to a room of people.
    c. Leadership Examples: Approximately 2–4 minutes in a more casual setting. Candidates are expected to share their DECA story, emphasizing their leadership experience in the organization and how that exemplifies them as an ideal candidate for OR DECA State Office.

OPTIONAL MATERIALS

Candidates may also include:

- Published articles or writing about DECA
- Awards or accomplishments (DECA or non-DECA related)
- Additional letters of recommendation:
    - Letter #1: Teacher, administrator, or counselor
    - Letter #2: Individual who can speak to your qualifications, such as a coach, employer, non-DECA advisor/project leader, or community leader

SUBMISSION

- Save all portfolio materials as PDF files in a Google Drive or Dropbox folder.
- Submit one link to the folder for review by the Oregon DECA State Team and Selection Committee.
- Ensure sharing settings are set to "Anyone with the link can view."
- Rename each file using this format:

    LastName-Portfolio-DocumentDescription
    (Example: Smith-Portfolio-Advisor Letter of Recommendation)

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 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?

STEP 4: BUSINESS SESSION AND CANDIDATE MEET & GREET

ALL candidates (including those candidate's running for the office of president) 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)

Candidates for President who complete Steps 1–3 and receive committee approval will be presented as presidential candidates during the Oregon DECA Annual Business Meeting.

All approved presidential candidates must:

- Deliver a 2-minute speech during the Opening Ceremony demonstrating their passion and enthusiasm for Oregon DECA.
- Deliver a 1-minute speech during the Election Session summarizing how they plan to serve Oregon DECA members.

If SCDC or the election moves to a virtual format, modified requirements and procedures will be provided during the required Candidate Briefing.

ELECTION PROCESS

1. The State Officer election will be conducted as new business during the Annual Business Meeting.
2. Each chapter must have two voting delegates. Delegates must be checked in, seated in their designated area, and dressed in professional attire before the meeting begins. **Delegates who are not seated and are not in professional attire when voting begins may not vote.**
3. Each presidential candidate will be introduced by a current State Officer and will have 1 minute final speech to the voting delegates. No campaign materials may be distributed, worn, or brought into the Annual Business Meeting.
4. Following the candidate speeches, voting delegates will receive ballots and vote by secret ballot. Candidates may not initiate contact with delegates during voting but may respond if approached.
5. Advisors and individuals acting in an advisor capacity **may not participate in the election.**
6. The President will be determined by **80% election vote and 20% portfolio/interview score.**

7. **If a runoff is required**, it will be conducted between the two candidates receiving the highest number of votes. Delegates will have 2 minutes to caucus, followed by 1 minute to return to their seats.
8. A qualified candidate who is not elected President may be considered for appointment to the State Officer Team.
9. If no candidate is elected for a specific office, the State Director may appoint a qualified candidate.
10. New State Officers will be announced at a disclosed award session, installed at the conclusion of the Grand Awards Session, and begin State Officer training immediately following and according to the conference schedule.

STATE OFFICER CANDIDATE DEADLINES

DATE	CANDIDATE INFORMATION & REQUIREMENTS
January 8, 2027	All application requirements, forms, and portfolios must be submitted to Oregon DECA.
January 15, 2027	Candidates are notified of eligibility.
January 15–January 25, 2027	Eligible Candidate Portfolio Review by Selection Committee.
January 26, 2027	Candidates are notified of eligibility for the Interview Round.
January 27th, 2027 • 7:00 p.m.	Candidates attend a required Candidate Virtual Briefing Session
February 6, 2027	Candidates Interview.
February 6, 2027	State President Candidates eligible for election and are notified of eligibility.
February 6, 2027	Presidential candidates deliver a 2-minute speech at SCDC Opening Session.
February 7, 2027	Candidates attend business meetings followed by a round-robin Meet & Greet. Members may meet candidates and learn about their goals. No campaign materials or visuals are permitted.
February 7, 2027	Election of State President will occur at the SCDC Election Session. Presidential candidates deliver a 1-minute speech during the session. Secret ballot vote takes place.
February 7, 2027	2027-2028 State Officer Team announced at SCDC Award Session.
February 8, 2027	The SCDC Officer Transition & Training will be approximately 3-hours for outgoing and incoming officers. Incoming advisors will participate in a portion of the session.

STATE OFFICER CANDIDATE RUBRICS

The Oregon DECA State Officer Candidate Rubrics provide a clear overview of how candidates will be evaluated throughout the state officer selection process. These rubrics outline the expectations, scoring criteria, and documentation requirements for each stage, helping candidates understand how to prepare a strong application and demonstrate their readiness to serve as an Oregon DECA State Officer. Candidates are encouraged to review each rubric carefully before submitting their materials.

- **Portfolio Rubric** – Evaluation criteria for the candidate's portfolio submissions and overall qualifications.
- **Interview Rubric** – Scoring criteria for the candidate's interview, including attitude, professionalism, personality, and presentation.
- **Accomplishment Form Rubric** – Point values, documentation requirements, and verification criteria for the accomplishments candidates claim in their applications.

Click the link below to go to the viewable excel file with all three rubrics present. See the three tabs at the bottom left of the excel file to click from one rubric to another.

RUBRIC LINK: Drop Box Link

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 (date received): January 8th, 2027 by 5pm.

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
        i. Intended use for a meeting with State Officer Candidate(s) and State Officer Candidate's Parent(s)/Guardian(s).
    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
    i. Students, Alumni, and or Advisors are collectively referred to as “Delegates” in this document.

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.

ADVISOR CHECKLIST:
MEETING WITH STATE OFFICER CANDIDATE(S) & PARENT(S)/GUARDIAN(S)

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

a	ITEMS TO DISCUSS AND REVIEW WITH YOUR STATE OFFICER CANDIDATE
	Have a frank conversation with the candidate about the commitment required of State Officers. Ensure they understand that they may occasionally need to miss sporting events, dances, or other personal activities to fulfill State Officer responsibilities. DECA conferences and events must take priority over other social functions, including athletics and dances.
	Ensure the candidate understands that serving as a State Officer is a privilege that requires their very best effort. If elected, they will be expected to devote several hours each week to State Officer responsibilities and stay current on all duties and deadlines.
	Discuss the candidate's involvement in other activities, including sports, clubs, and work. Make sure they have realistically considered the time commitment and are prepared to make DECA a priority if elected.
	Establish a plan for the officer to regularly update their advisor on projects, upcoming responsibilities, and other duties of office.
	Develop a time-management plan for when and how the officer will complete DECA work each day. Officers should plan to spend approximately 30 minutes per day, and sometimes more, on DECA responsibilities.
	Ensure the officer has daily access to the internet, either at home or through school, including access to Gmail for official State Officer communications.
	Carefully review this packet with the candidate and become familiar with all State Officer candidate rules and guidelines.
	Ensure that all required forms in this packet are completed.
	Emphasize that while serving as a DECA State Officer is an invaluable experience and a strong addition to a resume or college application, the role should be motivated by a genuine passion for DECA and a desire to contribute to Oregon DECA. The position requires consistent time, effort, initiative, and commitment throughout the term.
	If the candidate is running for President, review and approve their speech. The speech must be appropriate and no longer than two (2) minutes.

Chapter Advisor Signature _____ Date _____

STATE OFFICER CANDIDATE AGREEMENT

Purpose:
Becoming an Oregon DECA State Officer requires a commitment from all parties involved. Each party must understand and accept their responsibilities to this leadership experience. 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. Failure to attend may result in removal from office, except in cases of emergencies or unsafe traveling conditions. Candidates should also understand that they may be removed from office, at the discretion of the Executive Director or Board of Trustees, if they fail to fulfill State Officer responsibilities or assignments or participate in activities or conduct that reflects negatively on Oregon DECA or the State Officer Team.

If elected, the candidate agrees to:

1. Attend and actively participate in all meetings and events, including, but not limited to, State Officer meetings and training, district, regional, state, and international conferences. I fully understand the responsibilities and obligations of the position I seek and, if elected, will carry them out to the best of my ability. I further understand that, if the majority of the Board of Trustees, State Officer Coach, or Executive Director determines that I have failed to fulfill my responsibilities or obligations of office or have violated the Oregon DECA Conduct Code, I may be removed from office. If I fail to complete the duties of my office, I understand that I may be required to reimburse DECA for expenses incurred for my participation during my term of office.

2. Perform the duties of the elected office to the best of my ability.

3. Maintain a GPA of 2.5 or higher on a 4.0 scale throughout my term of office.

4. Participate in **ALL** activities, from start to finish, scheduled by the Executive Director or State Officer Coach of Oregon DECA. Prior to SCDC, there will be a virtual State Officer Candidate Orientation, where other events will be shared that are not on the list below. Those events shared at the orientation **AND** the ones on this list are mandatory.

   See list below:

DATE / FREQUENCY	EVENT & LOCATION
Weekly	**State Officer Weekly Meetings** — Virtual
May 2027	**May CTSO Welcome Retreat** — Location TBD
July 2028	**DECA Emerging Leader Summit** — Washington, D.C. Area *(Pending Board Approval)*
August–February *(Monthly)*	**100X Officer Leadership Series** — Virtual
September-October 2027	**Oregon CTSO ACE Conference** — Attend when the conference is within 1 hour of the officer
September or October 2027	**Oregon DECA Fall Retreat-**Location: TBD
October 2027–February 2028	**Chapter Visits** — As requested and as availability allows
November 2027–January 2028	**District Events** — As requested and as availability allows
January 2028	**Winter Leadership Retreat** — Location TBD
January-February 2028	**Capitol Visit-**Location: Salem, OR-1 day lobbying event
Early February TBD 2028	**Pre-Conference Planning & State Career Development Conference** — Portland, OR **SCDC:** February 2028

ADDITIONAL EVENTS

Attendance with Chapter:

- State Officers may attend additional DECA events with their local chapter as appropriate.

OPTIONAL EVENTS *(Expenses are not covered by Oregon DECA unless approved in advance)*

International Career Development Conference (ICDC)

April 22-25, 2028| Orlando, FL

Important Note: Oregon DECA will cover approved expenses for required State Officer activities. Non-required activities may be partially reimbursed with prior approval from the Executive Director and Board of Trustees. While Oregon DECA covers most approved travel expenses, State Officers may be responsible for additional or incidental expenses.

The State Officer Candidate Agreement Form includes two pages in 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 on the second page are not complete and current; this document must be signed again and resent to Oregon DECA.

Please continue to page 15 for more agreements for all parties and signatures.

THE PARENT(S) AND CANDIDATE AGREE TO:

1. Authorize the release of scores received on the Officer Candidate Exam to DECA members and advisors.
2. If elected, authorize the candidate's cell phone number to be printed on official business cards, if applicable, unless alternative arrangements are requested in writing from State Staff.
3. Grant permission to Oregon DECA and its staff/contractors, the 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 websites for informational, promotional, and related purposes without further consideration. Oregon DECA may crop, treat, edit, or otherwise modify these materials at its discretion.
4. Pay for certain costs associated with serving as a State Officer.
5. Grant permission to release the State Officer's GPA and grades to verify compliance with the 2.5 GPA requirement.

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 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 official State Officer business.
3. Encourage the candidate to fully benefit from the leadership development experience.
4. Attend scheduled Oregon DECA activities, conferences, and meetings as desired.

THE ADVISOR(S) AND ALL SCHOOL OFFICIALS LISTED BELOW AGREE TO:

1. Recommend for State Office only candidates who are qualified.
2. Host State Officer meetings 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 official State Officer business.
5. Certify that the candidate earned a GPA of 2.5 or higher on a 4.0 scale during the term preceding the election and maintains this requirement throughout their term of office.
6. Read the Candidate Agreement and Participant Code of Conduct and discuss them with the student.

STATE OFFICER CANDIDATE AGREEMENT SIGNATURE PAGE

_____ _____

Candidate Signature Date

_____ _____

Chapter Advisor Signature Date

_____ _____

Parent/Guardian Signature Date

_____ _____

High School Administrator Signature Date

_____ _____

Athletic Coach(es) Signature Date

_____ _____

Employer(s) Signature Date

STATE OFFICER CONDUCT AGREEMENT

The following conduct policies apply to all State Officers for the full duration of their term. For official conferences and activities, this Code is in effect from the time an officer leaves home until they return home.
"I agree to follow the State DECA Officer Code of Conduct while 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."

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

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

3. I will always apply appropriate leadership principles, including consensus building, compromise, listening, respecting others' opinions and possessions, maintaining enthusiasm and involvement, and resolving conflict through open communication.

4. I will wear an appropriate dress at all official functions.

5. I will not engage in inappropriate or illicit behavior and will immediately remove myself from situations that could compromise my professional image.

6. I will refrain from dating fellow State DECA Officers while I am in office and from romantic or public displays of affection at Oregon DECA activities.

7. I will leave the door open when anyone in the room is not a registered guest assigned to that room.

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

9. I will keep State DECA staff informed of my whereabouts and activities while participating in official functions or while in their charge.

10. I will be prompt and prepared, carry out my duties and responsibilities to the best of my ability, and conduct myself professionally as a representative of DECA.

11. I will attend all official conference activities unless I receive proper approval from OR DECA State Staff to be absent. If I am unable to participate in required State Officer meetings, I will resign

from my office. Special permission to miss a required meeting must be approved by the Executive Director or State Officer Coach.

12. I will keep my local district and chapter advisor informed of all official correspondence and forward copies of all official correspondence I write to the State Office.

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

14. I am responsible for reporting violations of this Code of Conduct committed by myself or fellow officers.

15. I will participate in all the activities required of me at conferences, meetings, and official State Officer functions.

16. If a situation arises that is not covered by this Code of Conduct, I will use my best judgment and act in a manner that reflects positively on the Oregon Association of DECA.

_____ _____

Candidate Signature Date

_____ _____

Parent Signature Date

STATE OFFICER TRAVEL AUTHORIZATION

To be completed at the first official OR DECA State Meeting with Newly Elected Officers.
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 ¾ or ¾ complete the form on the next page.

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.

_____ _____
Administrator Signature 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 to attend this meeting.

_____ _____
Parent/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

Note: Candidates are required to secure the official endorsement of their DECA chapter advisor and school administrator as an officially supported State Officer Candidate, ensure their education always comes first.

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 DECA Advisor
_____	_____
Print Title of Administrator	Print Title of DECA Advisor
_____	_____
Signature of Administrator	Signature of DECA Advisor

PERMISSION/MEDICAL RELEASE FORM (5 PAGES TOTAL)

All Oregon Deca Sponsored Activities 2027-2028

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). Students and Alumni are collectively referred to as "Delegates" in this document.

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

Note: Activities during State Officer Events/DECA related events that involve swimming, sunbathing, jogging, or tennis warrant appropriate recreational attire approved by the State Management Team 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 2027-2028 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 _____

**By signing on the page above, the parties agree to abide by all policies and information included on all pages of this form.*