



**STATE OFFICER  
CANDIDATE  
INFORMATION PACKET**

**CANDIDATE TIMETABLE**

January 26	All officer applications are due via email to dmfadden@bhcc.edu
January 29	Testing and Interviewing of all potential candidates 3:00 pm BHCC
January 30	All candidates notified whether nominated for office
February 16	3 bullet points due in MA DECA Google Classroom
February 23	Rough draft of speeches, campaign theme & booth items due in Google Classroom
March 7-9	Campaigning conducted from the start of registration until one (1) hour prior to election session at SCDC
March 7	Candidates deliver a 30 second speech at Opening Session
March 8	Meet the Candidates at their campaign booths
March 8	Election Session: 1-minute speech in front of the voting delegates
March 9	Elected officers announced at Grand Awards Session

**IF ELECTED TO THE STATE ACTION TEAM:**

June 24-28	Mandatory State Officer Training at Marriott Copley Hotel and Bunker Hill Community College 10:00 am- 6:00 pm daily
July 12-14	Emerging Leader Summit-Nashville, TN
October	Fall State Leadership Conference: <i>1 day conference with one overnight required to prepare the night before. Date TBA</i>
Dec. & Jan.:	Districts: Your own and at least one other
Feb. 27-29, 2025	State Career Development Conference

*Any days on the Officer 'Program of Leadership' deemed mandatory by the State Advisor*

**Due:** Jan. 26

Serving as a MASS-DECA Officer will provide you with a real leadership experience, a chance to grow as a person and increase your self-confidence. Teamwork and cooperation are essential to the success of any officer team.

The information, materials, and forms in this packet comprise the basic policy and procedures for the nomination and election of MASS-DECA High School Division Officers.

Please read this information over carefully and complete all materials according to the directions. Any credentials, which are incomplete or improperly submitted, may necessitate the disqualification of the prospective candidate.

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**WHO IS ELIGIBLE?**

Any High School Division member, who is a paid DECA member in the 2023-2024 school year, is eligible to submit the necessary forms to be considered for nomination to an officer position of this association of DECA.

Candidates must have a scholastic average of at least 2.0(C average) for both the current and just previously completed quarter/semester to qualify. If elected as an officer, a 2.0 or a C average must be maintained to remain an officer. Grades must be submitted to the State Advisor upon completion of each term. Officers must remain in good standing with their school's policies and procedures. The attached application, forms, resume & transcript must be completed and emailed by January 26, 2024.

To be nominated, each prospective candidate must pass both the test and the interview portion of the nomination process. The test and interview are worth 100 points each. You will need to attain a score of at least 130 points (65%) of the possible 200 points to be nominated. Only the top 18 candidates will be allowed to run for office and campaign.

### **WHAT MUST I SUBMIT?**

You must submit the following forms completed in full; candidate application, signed acceptance of candidate's responsibility, signed statement of intent & support, an **official** school transcript of your grades, a resume' of not more than one page, and a 1 page chapter advisor letter of recommendation; which includes the candidate's knowledge, participation, dependability in DECA activities, the candidate's commitment to serve MASS-DECA as a State Officer and the advisor's strong belief in the candidate. Save as a pdf and email all applications to [dmcfadden@bhcc.edu](mailto:dmcfadden@bhcc.edu) **Faxed and/or mailed applications will not be accepted.**

### **NOMINATION PROCESS**

All potential candidates will take an examination based on MASS-DECA and DECA Inc. information. Each potential candidate will have a personal interview with the members of the state nominating committee. The nominating committee shall determine the nominated candidates based on the test and interview scores.

Every effort is made to keep the nominating process as objective as possible. Any matters requiring decisions shall be submitted to the nominating committee. The decisions of the nominating committee shall be final.

### **PHOTOS**

You will have a professional head and shoulder picture taken by BHCC AV Staff. This photo will be used during the speech and election sessions at the State Conference. It will also be used on the Election Buddy ballot that the voting delegates will use to cast their vote. **Professional attire is required of all candidates.**

### **TEST AND INTERVIEW**

The test will take place at 3 pm on January 29 following a briefing. Questions on the test will consist of fill-in, true/false, multiple choice, and short answer types. Refer to the reference list below for a study guide.

The interview will take place after the test has been completed. The State Action Team and the State Advisor will individually interview each candidate. During the interview, candidates must demonstrate competence in situation problem solving, oral and written communication, public relations, DECA facts, leadership ability, sense of humor, courtesy, and etiquette.

### **RESUME'**

This is to be submitted with your other candidate credentials. It should not be more than one full page. This resume' should be the same as one you would submit when applying for a job.

### **TERM OF OFFICE**

The officers elected for the 2024-2025 year shall serve in office from the close of the 2024 International Career Development Conference until the close of the 2025 International Career Development Conference.

### **STATE OFFICER LEADERSHIP TRAINING**

This training is designed to provide each officer-elect with the knowledge, skills, and experience necessary to be a successful officer. This is also when the officers-elect really come together as a team with common goals and objectives for the year ahead.

Due to the importance of this training and its many leadership activities, attendance at the training in its **entirety** is **required** of all those elected. Please refer to previous page for dates.

Emerging Leader Summit (ELS) is a conference for association and executive officers. The newly elected officer team will be attending this year's ELS in Nashville, TN.

### **ELECTION PROCEDURES**

The 2024-2025 MASS-DECA Officer Team shall be elected by a majority (51%) of the voting members for the High School division, present at the annual State Career Development Conference. Voting will be done during the Business & Election Session online using cell phones at SCDC. The top nine (9) candidates receiving the greatest number of votes and having fulfilled the 51% majority will be the officers-elect of Massachusetts DECA for the 2024-2025 year.

### **REFERENCE LIST**

This is an outline of the information used in the formulation of questions for the MASS-DECA High School Division Officer Candidate Examination.

- The DECA Guide provided by DECA Inc and sent to your advisor or online at [www.deca.org](http://www.deca.org)
- MASS-DECA Chapter Advisor Guide (your advisor has this)
- DECA Direct (weekly electronic publications from DECA Inc)
- [www.deca.org](http://www.deca.org) and [www.madeca.org](http://www.madeca.org)

**CANDIDATE CHECK LIST**

Make sure that you submit the following, so that you will qualify as a potential candidate:

- \_\_\_\_\_ Application
- \_\_\_\_\_ Acceptance of Candidate’s Responsibility(signed)
- \_\_\_\_\_ Statement of Intent(signed)
- \_\_\_\_\_ Resume
- \_\_\_\_\_ Letter of recommendation from your chapter advisor
- \_\_\_\_\_ Official transcript with current and previous semester grades.

**MASS-DECA HIGH SCHOOL DIVISION OFFICES AVAILABLE**

**The nine (9) candidates receiving the greatest number of votes and a majority - 51%, will be the officers-elect of MASS-DECA, for the 2024-2025 year. MASS-DECA Officers do not have titles; they are considered equal members of the MASS-DECA State Action Team.**

\* \* \* \* \*

Potential officer candidates should realize that transportation in some form (public or private) is necessary to and from meetings. Each officer team determines its own meeting schedule. The meetings will be via Zoom and at Bunker Hill Community College.

\* \* \* \* \*

**FOR FURTHER INFORMATION, CONTACT ANY OR ALL OF THE FOLLOWING**

- Your Chapter Advisor
- Your State Advisor [dmcfadden@bhcc.edu](mailto:dmcfadden@bhcc.edu) or 617-228-2024
- Any of the current State Officers, see [www.madeca.org](http://www.madeca.org) or the Massachusetts DECA official Facebook page for contact information

## MASS-DECA STATE OFFICER APPLICATION

**Due: Jan. 26**

**Please print neatly or type.**

Name:

Home Tel. No:

Cell:

e-mail address:

Date of Birth:

Year of Graduation:

Home Address:

City:

Zip:

School Attending:

Place of Employment:

#hours worked per week:

Type of Business:

Position held:

DECA Offices held:

DECA Honors and/or Awards:

Offices held in other organizations (please note dates):

Non-DECA Honors and/or Awards:

*I certify that I am an active member in good standing of my DECA chapter.  
To the best of my knowledge, all information submitted about me is accurate and correct.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Chapter Advisor's Name (Print)

\_\_\_\_\_  
\*Signature of Chapter Advisor

**\*Advisors should endorse only worthy candidates.**

**CANDIDATE'S STATEMENT OF INTENT:**

**DEADLINE: Jan. 26**

**Please print neatly or type.**

Name of Candidate:

If elected, I shall attend the MASS-DECA Officer Training & Leadership Academy in its entirety and all meetings of the MASS-DECA Officers. I agree, within the limitations of my schoolwork and the requirements of my employment, to make myself available to MASS-DECA to promote and assist in the development of our organization. I fully understand that if, in the opinion of the majority of the officers on the team, I do not carry my share of the workload, I may be removed from my officer role at any time.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Parent or Guardian

**STATEMENT OF SUPPORT:**

This candidate is a member paid and in good standing of her/his local chapter, state and DECA Inc. To the best of my knowledge, all information submitted on, with, or attached to this form is valid. It is my considered judgment that this candidate has the ability, qualifications, and integrity necessary to do an outstanding job in the office for which s/he is being proposed as a nominee.

The above-named student has displayed punctuality; good attendance, responsibility, and overall good citizenship while a member of our high school student body and member of our DECA Chapter. I, therefore, endorse this student for the office being sought and will support him/her during the year in office.

\_\_\_\_\_  
Today's Date

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

**REMINDER:** Transportation in some form (public or private) is necessary to and from meetings and conferences.



## ACCEPTANCE OF CANDIDATE'S RESPONSIBILITY

I recognize that the following obligations are a part of an officer's responsibility.

1. To become knowledgeable about the state and DECA Inc's Program of Activities and to be able to discuss it with chapter officers and interested parties.
2. Observe standards of official dress, exemplary personal conduct and personal grooming while representing DECA
3. Full attendance and participation in the meetings & training
4. Speaking at local DECA functions, such as DECA recruitment presentations upon the invitation of the State Advisor and/or local chapter.
5. Preparation, attendance and participation at the Fall State Leadership Conference and the State Career Development Conference are mandatory. Attendance at the Power Trip and the International Career Development Conference is earned and optional. Each officer is also required to attend two district conferences.
6. Careful preparations for fulfilling responsibilities for DECA activities in which I am involved.
7. Notification to the state advisor of all invitations for representation of DECA.
8. Responsible and timely reporting of activities conducted as a representative of DECA.
9. Development of a State Program of Leadership in cooperation with the state action team and state advisor.
10. Follow all guidelines to be an effective state officer as presented at training.
11. Fulfill all responsibilities as spelled out in the State Officer Program of Leadership.
12. Abide by the DECA Code of Conduct while an officer. I will resign my office if I fail to follow the DECA Code of Conduct.

Officer Candidate signature\_\_\_\_\_

Parent or Guardian signature\_\_\_\_\_

Chapter Advisor signature\_\_\_\_\_

## ***RULES AND REGULATIONS FOR OFFICER CANDIDATE CAMPAIGNING***

**All chapters are urged to use their imagination and initiative in creating novel ways for promoting and presenting their candidate(s).**

- Campaigning may begin as soon as your school has registered at the SCDC registration desk. Campaign tables will be pre-assigned.
- Any damage because of campaign materials or techniques used during the SCDC will be the responsibility of the candidate's school.
- All chapters and candidates are expected to encourage and observe good taste in the promotion of candidates. Do not put campaign materials in front of/on top of another candidate's materials.
- No campaigning is to take place in the areas of the hotel where competitive events are being held.
- Campaign materials **may not** be attached to the walls or other property of the hotel using tape, tacks, or nails.
- **No food, candy, gum, or drinks of any kind, except water** is to be distributed by any campaign. Stickers & balloons may **not** be handed out. Boom boxes with music are not allowed, nor any recording above a conversational level.
- Each candidate and their chapter must be sure that all campaign materials are picked-up and removed from all areas of the hotel at least one hour prior to the election session. No campaign materials will be allowed in the election session.
- Failure to abide by these rules and regulations will result in the disqualification of the candidate(s) involved.
- Campaign description must be submitted to a Google Classroom-code gs35ehh with campaign theme, spirit items, speeches, and visual materials to be used by March 3.

## **SAMPLE QUESTIONS FOR OFFICER CANDIDATE QUALIFYING TEST**

- In what year was Massachusetts chartered as an association of DECA?
- What is the DECA mission statement?
- What are the DECA guidelines and principles?
- How many co-chairs represent each district? What district are you in and who are your district co-chairs?
- What does the membership fee consist of and how much is the membership fee for DECA Inc and for MA DECA?
- What is DECAid?
- DECA Inc is organized into four regions. Name them.
- What region is Massachusetts in?
- What is the location of the regional conference in 2024?
- What is the location of the 2024 State Conference?
- What is the location of the 2024 and 2025 ICDCs?
- Explain DECA. What is the difference between DECA and business education?
- Explain the difference between a series event and a written event.
- How many members belong to MASS-DECA? DECA?
- What are DECA's attributes and values?
- Name the current Executive & Association Officers.
- Who represents Massachusetts on the DECA Congressional Advisory Board?
- Who is the Executive Director of DECA Inc? Who is the State Advisor of Massachusetts DECA?