

*APPLICATION
FOR
NH DECA
STATE OFFICER
TEAM*

2008-2009

**APPLICATION PROCESS AND FORM FOR
NEW HAMPSHIRE DECA
STATE OFFICER CANDIDATES**

1. Please complete the following:
 - A. Application package (application and directions enclosed) must be completed in its entirety and returned on or before **December 15, 2007**. Late or incomplete applications will not be accepted.

Marc Payeur,
NH DECA State Advisor
156 Lull Rd
Weare, NH 03281
 - B. All applicants will be interviewed by the State Officers and State Advisor on **January 28, 2008**. (Date subject to change – but candidate will be notified in advance). Location: NHTI.
2. Please review the policies below of NH DECA with regard to NH State Officers.
3. If you have any question regarding the contents of the package, please contact Marc Payeur, State Advisor at payeur@gsinet.net .

POLICIES OF NEW HAMPSHIRE DECA

Section 2 – State Officer Team

2.1 State Officer Team Membership

- A. The officers of NH DECA shall work together as one team. The team will consist of no more than seven students.

2.2 Candidate Requirements

- A. Officer Candidates must be paid members of New Hampshire and International DECA by December 1.
- B. Officer Candidates should demonstrate leadership qualities in their chapter, school, and / or community.
- C. Officer Candidates should be familiar with Parliamentary Procedures for conducting meetings.
- D. Officer candidates should be in adequate academic standing at their respective school.

2.3 Candidate Procedures

- A. Officer Candidates must complete and submit the State Officer Application and Supporting Documents by December 15.
- B. Officer Candidates must attend a screening interview with the screening committee (Current State Officers and a minimum of two advisor team members), which will be scheduled no later than two weeks before the NH Career Development Conference.
- C. Officer Candidates will be told at the interview of their eligibility to run.
- D. Eligible candidates may begin campaigning immediately for office.
- C. Officer candidates will have the opportunity to speak for 2 minutes (maximum) to the entire NH DECA delegation. Campaign managers may not introduce them. If the campaign managers introduce them, they will be disqualified from the campaign.
- D. Officer candidates will meet with voting delegates during the NH Career Development Conference.
- E. Officer candidates may campaign until the end of the second day of the NH Career Development Conference.
- F. Candidate promotional materials must be approved by the NH CDC Coordinator on the first night of the conference.

2.4 Term of Office

- A. The term of office will begin at the conclusion of the NH State CDC when the current team inducts the new officer team and they conclude the conference with the gavel.

2.5 Duties of officer team members

- A. Officers must be able to miss school to visit other chapters as necessary.
- B. The following meetings and Conferences are mandatory:
 - 1. DECA LEADS at ICDC
 - 2. CTSO Summer Training in August (Usually the first week of August)
 - 3. FLC
 - 4. NARCON / SoNAR (Usually a weekend in November)
 - 5. CTSO Day
 - 6. NH State CDC
 - 7. State officer team meetings
 - 8. All NH DECA events
 - 9. Any other meetings as required.
- C. Other duties and tasks will be assigned by the State Advisory Team.

2.6 State Officer Funding

A. New Hampshire DECA will cover up to \$300.00 in expenses to be used for the regional (NARCON / SoNAR) conference or NH CDC during their term of office.

2.7 State Officer Housing at the NH CDC

A. The housing expenses for the state officer team will be borne by NH DECA. Local advisors of the state officer team should not include any officer members on the housing registration.

2.8 Removal from Office

A. Cause for removal of a State Officer from office will be determined by the State Advisor, based on the offense. The DECA Advisory Team will make the final decision if the situation requires mediation.

**STATE OFFICER
APPLICATION PACKAGE DIRECTIONS**

ALONG WITH THE COMPLETED APPLICATION, PLEASE REMIT:

- I. A RESUME
- II. APPLICATION with GUIDANCE COUSELOR SIGN OFF (provided)
- III. ONE (1) LETTER OF REFERENCE FROM EACH OF THE FOLLOWING:
 - a. YOUR LOCAL DECA ADVISOR
 - b. YOUR BUILDING PRINCIPAL
 - c. YOUR SENDING SCHOOL PRINCIPAL (if applicable)
 - d. A CHARACTER REFERENCE
 - e. YOUR PARENT (S) OR GUARDIANS
 - f. YOUR EMPLOYER (if applicable)

(these letters should state that your parents, school administration, and employer understand the opportunity you are attempting to gain and all that is involved with it).

IV. CANDIDATE QUESTIONNAIRE

V. PASSPORT PLAN

The DECA NARCON Conference in 2008 will be in Toronto, Canada. The State Officer team is expected to attend. New travel requirements going into effect in 2008 will require passports to travel to Canada. Please include a plan of action and timeline stating how you will go about acquiring your passport.

THE ELECTORAL PROCESS WILL CONSIST OF THREE (3) MAIN PARTS:

- I. THE APPLICATION PACKAGE**
- II. THE INTERVIEW**
- III. THE CAMPAIGN AND ELECTION**

GOOD LUCK

NH DECA STATE OFFICER APPLICATION

I, _____, a nationally registered DECA member from
(please print name)
_____, am applying to become a candidate for NH DECA
(please print chapter name)
State Officer.

APPLICATION FORM FOR STATE OFFICER CANDIDATES

PLEASE TYPE

Full Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

Parents Names: _____

Have you read section 2 of the NH DECA Policy Manual (included above) ?

Do you understand section 2 of the NH DECA Policy Manual?

Signature of Nominee _____

Date _____

Signature of Parent(s) _____

Date _____

Guidance Certification of CANDIDATE ELEGIBILITY

This is to certify that _____, is a registered student in the
_____ School District and currently has a GPA of _____
and no current grades lower than C-.

Signature of Guidance Counselor _____

Date: _____

Candidate Questionnaire- Please answer the following questions to the best of your ability. Please use additional pages as necessary.

1. WHAT DO YOU THINK IS THE MAJOR ROLE OF A DECA STATE OFFICER?

2. HOW MUCH TIME DO YOU THINK IT WILL TAKE TO BE A STATE OFFICER? (Please discuss section 2.5 of the Policy Manual)

3. LIST ALL DECA RELATED ACTIVITIES WHICH YOU HAVE ATTENDED:

4. LIST ANY OTHER SCHOOL ACTIVITIES WHICH YOU HAVE PARTICIPATED IN AND LIST ANY OFFICES HELD:

5. DESCRIBE YOUR BEST PERSONAL CHARACTERISTIC(S).

6. DO YOU HAVE A JOB? IF YOU DO, WILL IT INTERFERE WITH YOUR DECA POSITION?

7. ARE YOU AWARE OF THE MANY MEETINGS AND TRIPS THAT YOU WILL HAVE TO DO AS A STATE OFFICER? Please list what you are aware of.

8. IN YOUR OWN WORDS, WHY SHOULD THE DECA MEMBERS ELECT YOU AS PART OF THE STATE OFFICER TEAM?

9. AS PART OF THE OFFICER TEAM, YOU WILL HAVE TEAM GOALS. HOW WILL YOU AND YOUR CHAPTER ADVISOR SUPPORT THE NH STATE OFFICER TEAM IN MEETING THESE GOALS. YOU ARE ENCOURAGED TO HAVE YOUR CHAPTER ADVISOR'S INPUT IN THIS QUESTION.

10. Passport Plan – See Part V. above.

THE ABOVE CANDIDATE IS A MEMBER IN GOOD STANDING OF _____ CHAPTER Of the New Hampshire Association of Marketing Students. To the best of my knowledge, all the information submitted on, or attached to this nomination is factual and exists as presented.

Chapter Advisor's Signature

If elected, I will make every effort to attend all officer meetings and assigned appearances. To actively serve in the office as prescribed in the New Hampshire DECA constitution and by-laws.

Candidate's Signature