

Guide to Running a State Officer

1. Begin planting the seed about running for a state officer position in late September or early October. If you are unfamiliar with the process, reach out to the current State DECA Officer that represents your district. They correspond with all advisors at the beginning of each school year so that you have their contact information. Invite them to speak to classes that have students very involved and interested in DECA or to a study session after school to talk about their role and help prepare students for competition. You can also reach out to the State Officer Team Advisors: Sara Mossman (smossman@cherrycreekschools.org) or Jamie Young (Jamie.Young@dcsdk12.org) with any questions about getting started.
2. All candidates must take a 50-question online exam about the various components of Colorado and National DECA. There is a study guide for this exam in the Advisor Handbook. Students must register for this test along with their district conference, so the specific date varies between November and December depending on your DECA District. A student must earn at least a 70% to qualify for the application process. Each school can run no more than three students at the state conference. But there is no limit as to how many can take the officer test at districts which could help teachers filter candidates if needed. A student could also pass the officer test but then later decide not to continue with their officer application.
3. Once a student passes the officer test at districts and reviews all of the requirements (including mandatory meetings), then he/she will complete the following application process which is due with state DECA conference registration (usually early January).
 - a. State Officer Candidate and Advisor Information Form
 - b. School Official and Advisor Agreement Form (including state competitive events)
 - c. Grade Verification Form (2.5 minimum GPA)
 - d. Visual Resume
 - e. Two Letters of recommendation (Teacher other than DECA Advisor, Counselor, Administrator, Manager/Supervisor, Coach, Community Member, etc.)
 - f. One completed Google Form recommendation by DECA Advisor (Form will be emailed to advisors in February after state conference registration)
4. Visual Resume Guidelines
 - a. Must include a photo of the candidate
 - b. Include name of high school and DECA District
 - c. Optional: In addition to running for a district representative, is there an Executive Position you are highly qualified for?
 - d. Topic suggestions: Goals, Values, Skills, Extra-Curricular Activities, Accomplishments, etc.
 - e. BE CREATIVE AND PROOFREAD!

5. About a month before the state conference, students should finalize your 90 second speech and begin practicing. Most candidates have their speeches memorized and many use notecards. The speech topics will be available in the Advisor Handbook or in the application and slightly vary each year.
6. Expectations of officer candidates at the State Conference
 - a. Attend State Officer briefing (usually around noon on Sunday and only takes 15-20 minutes)
 - b. 90 second speech and interview questions
 - d. Informational Meeting after Opening Session near stage
7. Feel free to contact current state officers for visual resume examples or help! The State DECA Advisor and Officer Advisors are also willing to answer any questions you may have. 😊