

The following steps are the process for beginning a chapter. This link contains this information plus additional assistance information and links. <https://www.deca.org/classroom/bring-deca-school/>

These sites contain valuable information to assist you in starting your chapter. Additionally, [www.ncdeca.org](http://www.ncdeca.org) contains unique information for our state.

## STEP 1: CONFIRM THAT YOUR CHAPTER MEETS DECA INC. REQUIREMENTS

- The chapter must be part of a high school
- The chapter must have a chapter advisor recognized by the high school
- The chapter must pay dues (DECA Inc. and chartered association) for each of its advisor, student, alumni and professional members. See [FAQs](#) linked here..
- The minimum chapter size is ten (10) student members and one (1) advisor (or any combination of 11 paid members). The only exception is in the case of a new or reactivated chapter, which has two years to obtain the minimum chapter size.
- The chapter meets all requirements of the chartered association in step two.

## STEP 2: CONFIRM THAT YOUR CHAPTER MEETS YOUR ASSOCIATION'S REQUIREMENTS

- If your chapter can meet the basic requirements set forth by DECA Inc. above, you must also ensure that your chapter meets all requirements set forth by your chartered association.
- A [chartered association](#) implements programs and manages chapters in a geographical area — usually a state, province or territory. Your chartered association is one of your most valuable assets in providing resources and leadership to help your local chapter thrive.
  - Each school is assigned to a NC DECA District based upon geographic area.
  - [NC Map of Districts](#)
- Each chartered association has its own requirements to start a chapter, and the requirements vary by association.
  - North Carolina DECA requires that students be enrolled in or have successfully completed a course within the Marketing program of studies or available equivalent. (ex. Principles of Finance)
- Also check your chartered association's requirements for serving as a DECA advisor as well as requirements for your student members to join DECA. NC DECA does not have any additional mandates for advisors, except school/system approval.

## STEP 3: OBTAIN THE APPROVAL OF YOUR SCHOOL

- Once you know your chapter can meet the DECA Inc. requirements and your association's requirements, the next step is to ensure you have the support of your school's appropriate leadership group. • For high school chapters, this may be your administration.

## **STEP 4: OFFICIALLY REQUEST TO START A CHAPTER**

- After you receive approval from all parties, get the official process rolling by completing a [new chapter request form](#).
- Be sure to first select your state/province and division – high school
- Once your chartered association advisor approves your chapter, you'll receive an automated approval message with your username and password to login to the membership system. • You'll also be contacted by DECA's New Advisor Liaison within two business days.

## **STEP 5: GET APPROVAL AND MAKE IT OFFICIAL BY SUBMITTING YOUR MEMBERS**

- Once you get approval, make your chapter's membership official by [entering your membership roster](#).
- Once you have entered your members' names, be sure to actually hit submit and send your dues to DECA Inc. If dues are not submitted, your students are not official DECA members.

## **STEP 6: EXPLORE THE NEW ADVISOR RESOURCE CENTER**

- If you're starting a high school chapter, go to our [New Advisor Resource Center](#) for information on how to build and grow your chapter.

### **WHAT ARE THE COSTS ASSOCIATED WITH A DECA CHAPTER?**

DECA Inc. membership dues are \$8 USD per person (student, advisor, alumni and professional) for the high school division plus \$9 for North Carolina DECA per person (student, advisor and professional) or plus \$10 for Alumni members.

[online membership system](#)

[www.ncdeca.org](http://www.ncdeca.org)

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[New Advisor Resources](#)