

VA DECA STATE OFFICER ADVISOR RESPONSIBILITY FORM – PRINT AND SCAN

**Virginia DECA Officer Candidate Advisor Statement of Responsibility Form
2026-2027**

Advisor: _____ **Candidate:** _____

Acceptance of Responsibility and Understanding of Election Process: I recognize that the following obligations are a part of a Virginia DECA Charter Association Officer Advisor's responsibilities. I agree to meet the following expectations and others set forth by Virginia DECA.

INITIALS

- _____ 1. I will be a dues-paying member of local, state, and National DECA.
- _____ 2. I will complete all paperwork required of my school division to clear absences associated with Virginia DECA State Officer required meetings for myself and my officer.
- _____ 3. I understand that my student will not be allowed to participate as a state officer candidate if this application packet is incomplete, inaccurate, or received later than the date set on the Virginia DECA website.
- _____ 4. I understand that my student will be required to complete an application, complete a video interview, appear before a slating committee, take a test, campaign, and deliver one 2-3-minute maximum speech. Since each step is a qualifier for the next part of the process, I realize that my student might not be allowed to continue at any one of these steps.
- _____ 5. I understand my student must wear a DECA blazer for the campaigning, interviews, and election session.
- _____ 6. I understand VA DECA will cover lodging, meals, and registration for State Officers for all required conferences.
- _____ 7. I understand that travel expenses, lodging, and meals incurred by a state officer advisor while traveling with an officer on required activities will be reimbursed by Virginia DECA using the travel policy. Exceptions include expenses incurred at SLC and ICDC after the advisor's chapter has arrived.
- _____ 8. I understand I am responsible for providing or making appropriate travel arrangements for my student to all DECA functions if elected to state office. I understand state officers, as high school students, must ride with an advisor or parent to all functions. State officers are not allowed to drive themselves to any function as a high school student even if they are 18 or older.
- _____ 9. I understand that my student must currently meet VA DECA Bylaw membership requirements and meet those requirements for the year the student is in office if elected.

(Signature of Chapter Advisor)

(Date)