

Potential candidates will find:

- Eligibility for running for a VA Chartered Association Officer position
- Requirements for potential officer candidates
- Candidate processes and procedures
- Printable forms required with the online application

Questions should be directed to
elections@vadeca.org

Candidate Eligibility

- A chapter may enter only 2 candidates in state elections for all positions combined.
- The candidate must be an active member in good standing in the local chapter and in Virginia DECA and must meet membership requirements set by VA DECA for the next school year.
- An active member may seek any office for which he/she is eligible.

Office	Eligibility
President	All active members except graduating seniors
VP Leadership	All active members except graduating seniors
VP Career Development	All active members except graduating seniors
VP Hospitality	All active members except graduating seniors
VP Marketing	All active members except graduating seniors
VP Region 1	All active members except graduating seniors in Districts 8, 10, 11, 17
VP Region 2	All active members except graduating seniors in Districts 12-15, 33
VP Region 3	All active members except graduating seniors in Districts 9, 18, 19, 31
VP Region 4	All active members except graduating seniors in Districts 20, 21, 23, 25-30, 32
VP Region 5	All active members except graduating seniors in Districts 1-7, 22, 24

Required Conference Attendance for VA DECA State Officers (VA DECA will cover lodging, meals, and registration for required conferences) *Dates subject to change.*

- **VA DECA State Officer | Southern Region Officer Training - Pigeon Forge, TN March 25-28, 2026 (before ICDC)**
- Emerging Leader Summit and VA Officer Training (If a student cannot attend this training, in its entirety, he/she will not be permitted to serve as an officer.) | July 7-13 Tysons Corner, VA
- Camp DECA | September Wirtz, VA
- Fall Leadership Retreat | September Virtual
- DECA's Power Trip and Planning | November 19-23 Lexington, KY
- VACTE - President Only | January Richmond, VA
- SLC Planning | January/February Richmond, VA
- State Leadership Conference, Virginia Beach, VA

Optional Officer Conferences (VA DECA Will Cover Costs)

- VAME (Virginia Association of Marketing Educators) | July TBD
- Designated Fall Conferences for Members Hosted by VA DECA - October
- DECA's International Career Development Conference – April/May
 - Officers registration will be covered
 - Officers will be asked to act as voting delegates for Virginia. This will not interfere with competition
 - Lodging will be covered for ICDC at the end of your term.

Optional Officer Conference Attendance (VA DECA Will Not Cover The Costs)

- State Fair – Virginia DECA Day
- State Officer Invitations (VA DECA will not cover the costs for school and district appearances.)
 - Officers may be contacted by individual chapters or districts to attend an event. The school or district extending the invitation should be prepared to cover the travel costs unless the officers would normally attend the event.

Uniform

- An official uniform will be provided for officers.
- Officers will be responsible for their own DECA blazer with the current logo as the patch.
 - Chapters may already have blazers in their possession that will work for the officer.
- Officers may have to purchase items identified as the team dress pants/skirt/dress/shirt. In addition, officers are responsible for purchasing the team's chosen shoe and belt.

All candidates must understand and meet following requirements to be eligible for candidacy:

- The candidate must submit an online completed Officer Candidate Application no later than **December 15, 2025.**
- The candidate must have a minimum cumulative grade point average of 2.5 based on a 4.0 for an "A," 3.0 for a "B," 2.0 for a "C," 1.0 for a "D," and 0 for an "F."
 - An official transcript must be sent with the officer candidate application.
- Candidates will identify their first and second choices for office on the official State Officer Candidate Application. The slating committee will determine the position best suited for each candidate and slate them in that position.
- The candidate may accept the slated position or choose to reject the slated position and continue with the office they placed as their first choice on the VA DECA State Officer Application.
- Candidates must be a current VA DECA member, must maintain VA DECA membership per current VA DECA membership policies.

State Officer Checklist and Process

1. Application and Video Interview - 100pts

Candidates must score at least an 80 to move forward to slating.

1A. Application - Due December 15, 2025 40pts

Applicants will begin the process by completing the online application. The applicant will need to collect the following to complete the application.

- Applicant information
- School Information
- DECA Experience
- Other Leadership Experience
- Transcripts from the end of the previous school year.
- 4X6 Zoomed in Headshot(neck up) in DECA Blazer
 - Tie or Ascot must be worn in the headshot
- Applicant/Parent Agreement
- Advisor Statement of Responsibility
- Candidate Statement of Responsibility

The Virginia Chartered Association Officer application can be found here:

<https://bit.ly/VADECAOfficerApplication>

1B. Video Interview - January 6 - 17, 2026 60pts

The video interview is a scheduled interview with the Chartered Association Advisor. The candidate will have up to 15 minutes to answer the questions posed. Video interviews will be completed during VA DECA office hours when possible. No interviews will be done from the student's home. **All interviews must be done at school with an advisor present.**

2. Slating Committee - 200pts Dates and Times will be determined in January.

The Slating Committee, composed of the marketing and related cluster specialist, a former state officer from a school without a candidate, current students representing the regions who are not from schools that have candidates, a board member who does not have a candidate, and the Virginia DECA chartered association advisor who will be a non-voting member. Members of this committee will be representatives of all regions.

The Slating Committee will:

- Interview each candidate fairly and objectively to determine eligibility to seek office
- Evaluate each candidate for office using interview scores as criteria
- Recommend slating a candidate to provide at least two candidates for each office

Procedures

- Interviews will be conducted via Zoom and will last between 6 to 15 minutes depending on the number of candidates. Each candidate will have an equal amount of time for his/her interview.
- Candidates should be dressed in a DECA Blazer and follow the competition dress code for the interview. This means that a tie/ascot is required if a collared shirt is worn.
- You will be given a time and link for your online interview with the slating committee.
 - Candidates must have access to a computer with internet access and microphone/camera capabilities.

Announcement of Slate

- After the Slating Committee has finished their work, all candidates and their advisor will be sent the slate by email.

Upon receiving the slate, candidates have two options:

- Accept the slated position
- Reject the suggested slated position and move forward with their first choice from the application packet.
- Candidates will have 24 hours to reply to the email with their decision. It is the candidate's responsibility to reply to the email. Advisors should NOT reply.

3. Test - 100pts

Applicants will take a paper test on DECA knowledge at the State Leadership Conference. Applicants may test between **10 AM and 4 PM on Friday, February 28th**. More details will be provided in February for testing windows.

Information about the test:

- The test is 50 questions (questions could be multiple choice, matching, or T/F)
- Applicants have 1 hour to complete the test.
- A pencil and paper copy of the test candidates will write on will be provided to each candidate.
- Applicants may not use any notes, the internet, or other items while taking the test. A calculator is not needed. Phones will need to be put away during the test.
- The test will be proctored by a minimum of (2) adults from the DECA SLC Leadership Team.
- There is no minimum score for the candidate to achieve. The score the candidate receives will be used in calculating the overall election results. See section 6.

Study Guide

Begin by Reviewing this link in-depth - 75% of the material has been taken from here.

https://issuu.com/decainc/docs/deca_student_leader_resource_guide

*Information is pulled from the entirety of the guide including parliamentary procedure.

Virginia Knowledge and terms to know:

- 5 REGIONS in Virginia
- President of Virginia DECA
- Number of Officers on the State Action Team
- Chartered Association Advisor
- VA DECA Foundation
- Virginia Theme
- Competition begins at the District Level
- Location of SLC
- Membership Policies

Other DECA Knowledge:

- Executive Officer Team
- Virginia is in the Southern Region
- National Theme
- POL – Program of Leadership
- Location of ICDC

4. Campaigning at the State Leadership Conference (SLC)

Applicants who are approved to move forward to campaigning at SLC will need to prepare a campaign. Limited campaigning will take place in the exhibit hall on Friday and Saturday morning.

Campaigning procedures:

- Candidates may not exceed \$100 for campaign materials and must provide a budget with receipts electronically through a link provided to the officer before Friday of SLC. The \$100 capped budget includes any in-kind contributions or donations. If a receipt is not available for donated materials, a letter from the donor with the value of the materials must be included with the candidate's receipts.
- **Social media sites and accounts may not be used for the VA DECA Officer Elections.**
- Each candidate will receive half of a 6-foot table. The table is shared with another candidate. Once candidates are confirmed a randomizer will be used to select order candidates may select their table.
- Candidates may have 1 piece of literature at their table
- Candidate may have 1 tri-fold board (science fair).
- No giveaways of any kind other than one piece of literature - this includes candy.
- Candidates are required to be dressed in the official DECA blazer and follow the competition dress code. This means that if a candidate has on a collared shirt a tie/ascot must be worn.
- The campaign manager and assistant (each candidate is limited to two campaign workers) must be in professional dress (competition dress code).
- To ensure a fair election and equal opportunity for all, districts and chapters should not organize any pre-conference, meeting, activity, or trade-off.
- You may have an interactive activity at your table. *For example: post-it notes for writing down a DECA memory that is attached to the tri-fold board.*

The following are prohibited at any time:

- Table Decorations (string lights are ok)
- Costumes including t-shirts
- Games
- Toys, Buttons, Stickers (to hand out), Drinks, and Food (no giveaway candy)
- Loud behavior or chanting in the exhibit hall
- Campaign materials displayed or distributed outside the campaign room
- Receptions or social activities sponsored by an officer candidate for conference participants.

5. Election Schedule for Candidates

- **Week of January 19 | 7 PM - Mandatory Candidate Briefing for Candidate and Advisor** This meeting will provide details and explanations to assist in understanding the process of campaigning and to make sure everyone understands the expectations of candidates.
- **Week of January 26 | 4:30 PM-7 PM - Slating Committee Interviews**
- **February 20 | 4 PM - 30-Second Backup Video Due** The video will be used for weather-related emergencies. All video submissions should follow the guidelines detailed below.
 - Submitted via Google Form.
 - Content is restricted to the following: Name of Candidate, Campaign theme/slogan, and Candidate's explanation of why they are qualified to serve on the VA DECA State Action Team.
 - The video may be no more than 30 seconds long.
 - No one may speak on behalf of the candidate.
 - Candidates should be dressed in an official DECA blazer and following the competition dress code.

Election Schedule for Candidates Continued

- **February 23 | 8 AM** - Chapters, under the supervision of their advisor, may make one post on their chapter's official social media account. Individual officer campaign accounts are not permitted.
- **February 27 | 11 AM Campaigns may officially begin.**
 - NO Direct Messaging is allowed on any social media!
 - Candidates may begin setting up campaign booths as early as 9 AM. The campaign area will be open from 11:00 AM – 4:00 PM.
- **February 27 | 11 AM - 4 PM Meet the Candidates**
- **February 28 | 9 AM - 1 PM Meet the Candidates**
 - Campaign tables will be open from 9 AM-1 PM
 - Tables must be cleaned by 1:30 PM
- **February 28 | 3 PM Election Session**

Candidates will give their speeches during the Annual Business Meeting. The following policies/procedures must be adhered to by all candidates, advisors, and voting delegates.

 - At the time of elections, delegates will check in by region and be directed to their seats. Before speeches begin, the names of chapters not present will be restated. If not present at that time, those chapters will be ineligible to vote.
 - Chapters may send one delegate to cast all chapter votes or may send a delegate for each vote entitled. Ribbons are not required to vote.
 - Following the roll call, officer candidates will be presented. Candidates will give their campaign speeches alphabetically by last name.
 - Candidates will be given three (3) minutes to deliver a campaign speech. A timekeeper will signal 2 minutes. Any candidate exceeding 3 minutes will be told to stop immediately.
 - Props may not be used during the speech, nor will another person be allowed to speak on the candidate's behalf. Any violation made by the candidate will result in the immediate removal of the candidate from the election procedure.
 - Balloting will occur utilizing a paper ballot.
 - Advisors with candidates may not assist in the election process: examples include but are not limited to the counting of ballots; collecting of ballots; and keeping time.
 - Cell phones must be silenced; using cell phones at inappropriate times will result in the voting delegate being asked to leave and the vote being lost.
 - Do not display campaign items for individual candidates in this session. Chants, cheering, and shouting at candidates are not permitted. Campaigning is over; it is time to vote.
 - Guests may sit in the back of the election session. Once doors are closed, no one may enter the session. Guests/delegates may leave the room between speeches but may not re-enter once they have exited the room.
 - In the case of an emergency please notify the room attendant/Director of Elections/Chartered Association Advisor to assist with voting procedures.
 - The Director of Elections and the Chartered Association Advisor should be made aware of any concerns or irregularities during the process immediately.
- **March 1 | New Team Announced at Closing Session**
 - VA DECA will announce the Winners of the Elections during the closing session.
 - Newly elected officers must be in DECA blazers when going on stage.
 - Newly elected officers will meet backstage immediately after the awards ceremony.
 - Newly elected officers will assume their official duties as officers in VA DECA after ICDC.

6. Determining Election Results

Winners will be determined based on the candidate with the most points.

All three sections, the Test, Video Interview, and Interview with the Slating Committee will be added together with the Popular Vote to result in the candidate's score. If there is a tie, the Video Interview score will be used.

VIDEO INTERVIEW/APPLICATION (100 PTS)

+

SLATING COMMITTEE INTERVIEW (200 PTS)

+

TEST (100 PTS)

+

OF POPULAR VOTES X4

7. Campaign Penalties

The following will result in a 1 vote (equivalent to 4 points) deduction per infraction:

- Exceeding the \$100.00 budget
- Not providing receipts and budget for campaign materials
- Placing materials outside of the provided table
- Exceeding the one piece of literature allowed
- Campaigning outside of the timeframe and space given
- Campaign Manager or Assistant Manager not being in professional dress
- Missed deadlines during the application process will receive (1 vote per day) penalty

The following will result in a 5 vote (equivalent to 20 points) deduction per infraction

- Giving away any items other than the one piece of literature
- Banned items include candy, buttons, food, drink, toys, decorations, videos etc.
- Chapter posting earlier than allowed or more than once per day on their social media.

The following will result in disqualification and removal from the campaign process

- Campaigning outside of the timeframe and space given
- Creating a campaigning social media account.
- Violating VA DECA's Comprehensive Consent Form
- Engaging in any communication with delegates outside what is allowed in the campaign guidelines
- Not adhering to the video guidelines for the 30-second video

8. Procedures for Weather-Related Situations

In the case of extreme weather or other situations that threaten the length of the State Leadership Conference:

When the Conference Continues to Operate as Scheduled with Weather Situations

- Officer elections will still go on.
- Candidates must be present on Friday to run for an elected office.

When Chapters Must Leave Saturday Night or Sunday Morning Due to Weather

- Chapters should plan to leave after the elections on Saturday evening.
- If chapters cannot stay, Officer elections will be moved up earlier if needed to get the vote in.
- If needed, speeches will be eliminated to expedite voting.
- The voting session will follow this order:
 - Voting delegates will check in and be seated in their region.
 - Roll call will be taken.
 - Following the roll call, officer candidates will be presented.
 - Candidates will be introduced, and their videos will be shown. Candidates will not have the opportunity to speak to the audience directly.
 - After all candidates are announced ballots will be handed out and collected by the Director of Elections and designated assistants
 - Once all ballots are turned in the session is concluded & voting delegates are released.

When Elections Cannot Be Held

Videos submitted as part of the application process will be placed on the Virginia DECA Website for viewing by chapters.

- Chapters will be notified of the length of time the videos will be available for viewing.
- Modified voting will take place online.

VA DECA STATE OFFICER APPLICANT/PARENT AGREEMENT – PRINT AND SCAN

Applicant/Parent Agreement

- By signing this agreement, I agree to adhere to all the guidelines listed in the Officer Candidate Information Packet and understand that a violation of these guidelines will result in disqualification from the election.
- I understand that I cannot campaign on social media.
- VA DECA reserves the right to check social media websites before candidates achieve candidacy.
- I also agree that if elected, I will attend VA DECA Team Training, DECA's Emerging Leader Summit, Camp DECA, Officer Leadership Retreat, one weekend State Officer Planning Meeting in conjunction with Power Trip, SLC Planning in February, and the following SLC. These activities call for mandatory attendance and will take precedence over school sporting events, dances, and other functions.
- Media Release: Virginia DECA and the Virginia DECA Foundation maintain a website that offers pertinent information to schools, DECA advisors, and student members. Information about the State Action Team would be useful as a means to contact the officers. In addition, VA DECA will post articles, photos, meeting agendas, and comments made by officers at state-required events. For Virginia DECA to accomplish this, permission is needed for students under the age of 18.

(Signature of Applicant)

(Signature of Parent/Guardian)

(Printed Name of Applicant)

(Printed Name of Parent/Guardian)

Principal's Agreement

I give my approval for this student to run for a state office in Virginia DECA. If elected I approve the student and his/her advisor to attend the June/July and August State Officer Training, Officers Leadership Retreat, the planning meetings, the VA DECA State Leadership Conference, and all other necessary meetings.

I have read and understand the requirements of a Virginia DECA State Officer Candidate Advisor. If our student is elected to a VA DECA State Office and an advisor change occurs due to school assignments or policy, another advisor will be appointed to fulfill the State Officer Advisor responsibilities.

(Signature of Principal)

(Printed Principal's Name)

Chapter Advisor's Agreement

I certify the information in this application packet gives a true and accurate picture of the applicant's record and therefore, recommend him/her for a state office in Virginia DECA. If this student is elected to a state office, I accept the responsibilities required in helping him/her fulfill all duties including accompanying the officer to sessions as requested.

(Signature of Chapter Advisor)

(Printed Advisor's Name)

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)

VA DECA STATE OFFICER RESPONSIBILITY FORM – PRINT AND SCAN

Virginia DECA Chartered Association Officer Candidate Statement of Responsibility Form
2026-2027

Primary Advisor: _____ Candidate: _____

Acceptance of Responsibility and Understanding of Election Process: I recognize that the following obligations are a part of a Virginia DECA State Officer’s responsibilities. I agree to meet the following expectations and others set forth by the Virginia DECA Chartered Association Advisor and Virginia DECA State Officer Advisors. Initial each item.

INITIALS

- _____ 1. I will be a dues-paying member of local, state, and National DECA.
- _____ 2. I will me VA DECA’s membership guidelines provided in the VA DECA Bylaws.
- _____ 3. I will carry out the State Officer’s Program of Leadership and submit reports to the Charter Association Advisor according to established deadlines and specifications.
- _____ 4. I will attend all required conferences as assigned by the Chartered Association Advisor.
- _____ 5. I will adhere to the VA DECA Officer Professional Code of Conduct, dress code, and the Comprehensive Consent Form
- _____ 6. I will clear absences associated with DECA in advance with all of my teachers and employers.
- _____ 7. I will adhere to dress guidelines established for State Officers.
- _____ 8. I understand that I will not be allowed to participate if this application packet is incomplete, inaccurate, or received later than the date listed on www.vadeca.org.
- _____ 9. I understand that I will be required to complete an application, participate in a video interview, appear before a slating committee, take an online test, campaign, and deliver one 2-3 minute maximum speeches. Since each step is a qualifier for the next part of the process, realize that I might not be allowed to continue at any one of these steps.
- _____ 10. I also understand I must wear a DECA blazer for campaigning, interviews, and the election session.
- _____ 11. I have read, understand, and will adhere to all rules, guidelines, and responsibilities associated with serving as a Virginia DECA Chartered Association Officer.
- _____ 12. If elected, I will represent my chapter, district, and state with integrity, and honor.

(Signature of Applicant)

(Date)