

VIRGINIA DECA ASSOCIATION OFFICER APPLICATION & GUIDELINES

Chapter Management
Section I

2026-2027



**CANDIDATES SEEKING OFFICE FOR THE
2026-2027 SCHOOL YEAR**

Virginia DECA Association Officer Campaign Guidelines

Goals of Virginia DECA

1. Academic & Career Preparation

- Integrate classroom learning with real-world business and industry experiences.
- Develop occupational competencies needed for careers in marketing, finance, hospitality, management, and entrepreneurship.
- Prepare emerging leaders and entrepreneurs to succeed in a modern, global economy.

2. Business Ethics & Systems

- Cultivate an understanding of our competitive, free-enterprise system.
- Foster high ethical standards in personal, academic, and business relationships.

3. Leadership & Personal Growth

- Develop leadership, self-confidence, and professional communication skills.

4. Partnerships & Networking

- Build strong corporate, community, and educational partnerships.
- Promote effective local, statewide, and global networking opportunities for members.

Benefits of Serving as a Virginia DECA State Officer

1. Statewide Leadership & Impact

- Represent thousands of DECA members across the Commonwealth of Virginia.

2. Specialized Training & Development

- Participate in high-level executive leadership training, including Emerging Leader Summit (ELS).

3. Core Professional Skill-Building

- Develop elite public speaking, workshop facilitation, and presentation skills before large audiences.
- Gain strategic project management, planning, and decision-making capabilities.
- Strengthen conflict resolution and executive communication skills.

4. Stakeholder & Industry Engagement

- Engage directly with corporate partners, business leaders, state policymakers, and educational stakeholders.

5. Academic & Career Advancement

- Enhance college applications, scholarship candidacy, and career résumés with executive-level experience.

6. Lifelong Connections

- Build lifelong friendships and establish valuable professional mentorship connections.

Virginia DECA Association Officer Campaign Guidelines

Virginia DECA Association Officer Candidates

Questions should be directed to stateadvisor@vadeca.org and elections@vadeca.org

Potential Virginia DECA Association Officer candidates will find:

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

Candidate Eligibility

- A chapter may enter only 2 candidates in state elections for all positions combined.
 - The candidate must have a minimum cumulative grade point average of 3.0 based on a 4.0 scale.
 - 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.
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- | | |
|--|--|
| • President | • Region 1 Vice President (Districts 8,10,11,17) |
| • Vice President of Leadership | • Region 2 Vice President (Districts 12, 13, 14, 15, 33) |
| • Vice President of Career Development | • Region 3 Vice President (Districts 9, 18, 19, 23, 31) |
| • Vice President of Marketing | • Region 4 Vice President (Districts 20, 21, 25, 26, 27, 28, 29, 30, 32) |
| • Vice President of Hospitality | • Region 5 Vice President (Districts 1, 2, 3, 4, 5, 6, 7, 22, 24) |

Candidate Calendar

Online Application Due: November 3, 2026 (online application)

Online Test: November 10, 2026 at 5:00PM (via Zoom/DLG at school with Advisor present)

CAA Interview: December 7-9, 2026 (Sign Up Genius, via Zoom - advisor does not need to be present)

Slating Interview: January 12-13, 2027 (via Zoom - Advisor does not need to be present)

SLC Activities:

- **February 15, 2027** - Budget and receipts due to elections@vadeca.org
- **Friday, February 26, 2027** - Candidate Meet & Greet / Campaign Room / Display Boards - 11AM- 4PM
- **Saturday, February 27, 2027** - Meet & Greet / Campaign Room / Display Boards - 9AM-1PM
- **Saturday, February 27, 2027** - Candidate Speeches/Election Session 2:00PM (**see template**)
- **Sunday, February 28, 2027** - New Association Officer Team announced (Closing Session)

Virginia DECA Association Officer Campaign Guidelines

Step 1: Virginia DECA Association Officer Application (50 POINTS)

- Virginia DECA Association Officer Application - Due November 3, 2026
- 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
- Transcript from the end of the 2025-2026 school year
- 4X6 Zoomed in Headshot (neck up) in DECA Blazer (tie or ascot must be worn in the headshot)
- Advisor Responsibilities Form
- Officer Responsibilities Form
- Parent/Guardian Form

The Virginia DECA Association Officer Application can be found here:

<https://bit.ly/VADECAOfficerApplication2027>

Step 2: Test (100 POINTS)

Applicants will take a online test AT school with their Virginia DECA Officer Candidate Advisor present. The test will be administered by the Virginia DECA Chartered Association Advisor on a recorded Zoom in order to ensure candidates do not cheat.

Online Test will be on **Tuesday, November 10, 2026 at 5:00PM**. There will NOT be a make-up date or time for testing.

- Candidates will need a signed testing integrity statement at the start of the Zoom.
- The test is 50 questions (questions could be multiple choice, matching, or T/F)
- Applicants have 1 hour to complete the test.
- Applicants may not use any notes, websites, 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 the CAA & Virginia DECA Officer Candidate Advisor present.
- Candidate's must achieve a minimum score of 80% in order to advance to the Interview stage of the process.

Study Guide

Begin by Reviewing this link in-depth

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

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

STOP HERE - ALL CANDIDATES MAY NOT ADVANCE TO THE NEXT STEPS!

Virginia DECA Association Officer Campaign Guidelines

Step 3: VA DECA Chartered Association Advisor Zoom Interview - 100 points December 9 & December 10, 2026

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.

STOP HERE - ALL CANDIDATES MAY NOT ADVANCE TO THE NEXT STEPS!

Step 4:

Slating Committee Zoom Interview - January 12 & 13, 2027 - 100 points

The Slating Committee, composed of the marketing and related cluster specialist, a former/current state officer from a school without a candidate, a board member (who does not have a candidate), and the Virginia DECA Chartered Association Advisor.

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 10 to 15 minutes depending on the number of candidates. Each candidate will have an equal amount of time for his/her interview. virginiatech.zoom.us/my/virginiadeca
- 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.

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

- Accept the slated position.
- Reject the slated position and removed from the process. (No longer a candidate)
- 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.

STOP HERE - ALL CANDIDATES MAY NOT ADVANCE TO THE NEXT STEPS!

Virginia DECA Association Officer Campaign Guidelines

Step 5: Campaigning at the State Leadership Conference (SLC)

Approved Campaigning Candidates cleared for the State Leadership Conference (SLC) may conduct limited campaigning only in the exhibit hall during these windows:

- **Friday: 11:00AM - 4:00PM and Saturday: 9:00AM - 1:00PM**

Fair Election Standards: To ensure an equal opportunity for all, districts and chapters are strictly prohibited from organizing or participating in pre-conference campaigning, unsanctioned meetings, or vote-trading/political "trade-offs." **Note: Violations will result in immediate candidate disqualification.**

Budget:

- Candidates may not exceed \$100 for the campaign poster.
- Candidates must provide a budget with receipts to elections@vadeca.org by February 15th.
- 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.
 - Example: My teacher has a poster board I can use. > *Great!* Teacher must provide a letter that states the poster board was donated and is worth X (realistic) value.

Social Media Campaign Guidelines

- Account Creation: Candidates are strictly prohibited from creating individual social media accounts for campaign purposes.
- Official Announcement: Virginia DECA will officially announce all candidates on Instagram (@viriniadeca).
- Reposting Protocol: Once the official Virginia DECA announcement is live, the candidate's local chapter is permitted to repost it.
- General Sharing: Anyone is welcome to share the official announcement post.

Campaign Room:

● Allowed

- Table Space: Half of a shared 6-foot table with a table cloth will be provided.
- Table Space is chosen via a randomizer.
- Signage: Exactly 1 standard tri-fold board (science fair style).
- Assistance: Each candidate is limited to two campaign workers. (Advisors should not assist.)

● Prohibited

- Decorations: table decorations, including string lights.
- Attire: Costumes, including campaign t-shirts.
- Games or activities at your table.
- Hand Outs: Toys, buttons, stickers, drinks, and food are restricted from being distributed.
- Disruption: Loud behavior or chanting inside the exhibit hall.
- Displaying or distributing materials outside the designated campaign room.
- Outside Events: Sponsoring receptions or social activities for conference participants.

Dress Code:

- 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(s) must be in professional dress (competition dress code).

Virginia DECA Association Officer Campaign Guidelines

Virginia DECA Association Officer Speech Outline

Introduction

- Hook
 - Grab the audience's attention immediately using a strong opening statement, relevant fun fact, or short personal anecdote.
- Introduce Yourself
 - State your Name, Grade, Chapter / High School, and the State Officer position you are running for.

Tell a Story

- Personal DECA Experience
 - Share a brief story about your journey in Virginia DECA, such as attending your first District Leadership Conference or State Leadership Conference in Virginia Beach.
- Leadership & Achievements
 - Mention key leadership roles, competitive successes, or local chapter initiatives that prepared you for state office.
- Keep It Focused
 - Highlight 1-2 key experiences rather than reading through your entire resume to keep the audience engaged.

Point 1: Campaign Goal

- Goal & Impact
 - Introduce your first campaign goal and explain how it will improve the experience for members across Virginia DECA.
 - Keep It Brief
 - Focus on clear, direct benefits to the members.

Point 2: Campaign Goal

- Goal & Impact
 - Introduce your second campaign initiative and explain how it strengthens Virginia DECA

Point 3: Campaign Goal

- Goal & Impact
 - Introduce your third campaign initiative and explain how it strengthens Virginia DECA
- **Campaign Structure**
 - Aim for up to 3 main goals. Present them through a cohesive theme or memorable acronym rather than just listing them numerically.
- **Wrap It Up**
 - State your Name, Campaign Slogan, and tie your goals directly back to how you will serve the voting delegates and members.
 - End with a clear, impactful closing idea or key takeaway that stays with the delegates when they cast their votes.
 - Final Thanks - Thank the audience for their time and consideration.

Virginia DECA Association Officer Campaign Guidelines

Election Schedule for Candidates

January 19 | 7PM - Mandatory Candidate Briefing for Candidate and Advisor

February 15 | 10PM - Campaign receipts due to elections@vadeca.org

February 27 | 11 AM Campaigns may officially begin. Candidates may begin setting up booths at 9 AM.

February 27 | 11 AM - 4 PM Meet the Candidates

February 28 | 9 AM - 1 PM Meet the Candidates. Tables must be cleaned by 1:30 PM

February 28 | 3 PM Election Session

March 1 | New Team Announced at Closing Session

- Newly elected officers must be in DECA blazers and in Dress Code 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 after the kNOT Training.

1. Delegate Check-In & Voting Eligibility

- **Check-In:** Voting delegates must check in by their designated region and proceed directly to their assigned seats.
- **Roll Call & Deadlines:** Before speeches begin, the names of absent chapters will be called out. If a chapter is not present by the conclusion of this roll call, they forfeit their eligibility to vote.
- **Representation: Chapters can choose to send a single delegate to cast all of the chapter's entitled votes, or send individual delegates for each vote.**
- **Credentials:** Voting ribbons are not required to cast a ballot.

2. Speech Order & Timing

- **Candidate Introduction:** Officer candidates will be presented immediately following the roll call.
- **Order of Speeches:** Candidates will deliver their speeches in alphabetical order by last name.
- **Time Limits:** Each candidate is strictly limited to a three (3) minute campaign speech.
 - A timekeeper will give a signal at the 2-minute mark.
 - If a speech reaches the 3-minute limit, the candidate will be ordered to stop immediately.

Speech Restrictions & Penalties

- **No Props:** The use of any props during the speech is strictly prohibited.
- **No Substitutions:** Candidates must speak for themselves; no other individual may speak on their behalf.
- **Immediate Disqualification:** Any violation of these campaign speech rules will result in the candidate's immediate removal from the election process.

Chamber Etiquette & Voting Procedures

- **Campaigning is Over:** No campaign items for individual candidates may be displayed during this session. Chants, cheering, and shouting for candidates are strictly prohibited.
- **Cell Phone Policy:** All cell phones must be silenced. Using a phone at an inappropriate time will result in the voting delegate being removed from the room and their chapter's vote being forfeited.
- **Room Access & Seating:**
 - Guests must sit in the back of the room.
 - Once the doors are closed, no further entry is allowed.
 - Attendees may leave the room between speeches, but anyone who exits will not be permitted to re-enter.
- **Voting Method:** Balloting will be conducted using official paper ballots.
- **Emergencies & Concerns:**
 - In an emergency, notify a room attendant, the Director of Elections, or the Chartered Association Advisor to assist with voting procedures.
 - Any voting irregularities or concerns must be reported to the Director of Elections and the Chartered Association Advisor immediately.

Virginia DECA Association Officer Candidate

Required Conference Attendance for VA DECA Association Officers *(Dates subject to change.)*

VA DECA will cover lodging and registration for the following:

- VA DECA Association Officer Training | (before ICDC) Pigeon Forge, TN
- 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 12-15, 2027 Tysons Corner, VA
- Camp DECA | September 23-26, 2027 Williamsburg, VA
- DECA's Ultimate Power Trip | December 1-5, 2027 San Francisco, CA
- State Leadership Conference (officers arrive early for SLC) | February 22-27, 2028 Virginia Beach, VA

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

- Virginia DECA Day at the Virginia State Fair (officers living within a one hour radius are expected to be there)
- State Officer Invitations
 - 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.

DECA's International Career Development Conference

Registration & Travel

- **Registration:** Registration costs for all Incoming & Outgoing VA DECA State Officers are fully covered by VA DECA.
- **Travel:** ALL State Officers (incoming and outgoing) must travel to and from ICDC with their local chapter.
- **Airfare:** Airfare is not covered by VA DECA and is the responsibility of the officer.

Lodging & Accommodations

- **Outgoing Officers:** Outgoing Officers will room together, with lodging covered by VA DECA for officers in good standing.
- **Incoming Officers:** Incoming Officers will stay with their local chapter at their own expense.

Financial Assistance

- Officers may apply for the VA DECA Diamond Fund to help cover conference expenses in cases of financial need.

Duties & Leadership Programming

- **Voting Delegates:** Both Incoming and Outgoing State Officers are required to serve as voting delegates for Virginia. (This will not interfere with competition or the Emerging Leaders Series.)
- **Emerging Leaders Series:** Incoming Officers are required to attend the Emerging Leaders Series – Empower Pathway. (This will not interfere with competition.)

Association Uniform Requirements

Official Provided Uniform Items

VA DECA will provide the following official uniform items for officers:

- **Ladies:** Dress pants, polo shirt, blouse, dress/jumper, ascot, and name badge.
- **Men:** Two pairs of dress pants, polo shirt, button-down shirt, tie, and name badge.

Officer Responsibilities

- **DECA Blazer:** Officers are responsible for providing their own DECA blazer featuring the current logo patch.
 - Tip: Check with your chapter advisor, as your chapter may already have an eligible blazer in stock.
- **Accessories & Footwear:** Officers are responsible for purchasing the team's designated shoes, matching socks, and belt.
- **SLC Evening Wear:** Officers are responsible for purchasing their evening wear outfit for the Saturday Award Ceremony at the State Leadership Conference (SLC).

Virginia DECA Association Officer Checklist & Process

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

- Candidates must be a current VA DECA member, must maintain VA DECA membership per current VA DECA membership policies.
- The candidate must have a minimum cumulative grade point average of 3.0 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 attached to the Virginia DECA Association Officer Application.
- The candidate must submit an online completed Virginia DECA Association Officer Application no later than December 11, 2026
- Candidates will identify their first and second choices for office on the Virginia DECA Association Officer 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. Candidates who reject their slated position are then removed from the running process.

6. Determining Election Results

- Winners will be determined based on the candidate with the most points.
- All four sections, the Application, Test, Video Interview, and Interview with the Slating Committee will be added together with the Popular Vote to result in the candidate's score.
- Tie-Breaking Procedure: Primary Tie-Breaker: In the event of a tie, the candidate with the higher Video Interview score will determine the winner. Secondary Tie-Breaker: If a tie remains, the Test score will be considered to break the tie.
 - Application (50)
 - Interview (100)
 - Test (100)
 - Slating Committee (100)
 - Number of Popular Votes x 2

**Application + Interview + Test + Slating
Committee + Votes + Votes = Total Score**

7. Campaign Penalties

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

- Exceeding the \$100.00 budget (\$1 = 5 vote, \$2 = 10 votes, etc.)
- Not providing receipts and budget for campaign materials
- Placing materials outside of the provided table
- 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
- Giving away any items including but not limited to candy, buttons, food, drink, toys, decorations, videos etc.
- Chapter posting on social media earlier than allowed.

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
- Reaching out to current association officers for advise or with campaign questions.
- Engaging in any communication with delegates outside what is allowed in the campaign guidelines

Virginia DECA Association Officer Checklist & Process

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.

Campaign Guidelines & Disqualification Policy

By signing this agreement, I acknowledge that I have read and agree to adhere to all guidelines outlined in the Officer Candidate Packet. I understand that any violation of these rules will result in immediate disqualification from the election process.

Specifically, I understand and agree to the following:

- I am strictly prohibited from campaigning on social media platforms.
- VA DECA reserves the right to review candidates' public social media accounts prior to approving official candidacy.

Mandatory Attendance & Commitment

If elected, I commit to attending all mandatory VA DECA events and activities. I understand that these events take full priority over local school functions, sporting events, dances, and extra-curricular activities.

Required Events Include:

- VA DECA Team Trainings, DECA's Emerging Leader Summit (ELS), DECA's Ultimate Power Trip, Camp DECA, State Leadership Conference (SLC)

Media Release & Contact Information Consent

Virginia DECA and the Virginia DECA Foundation maintain official websites and communication channels to share relevant updates with schools, advisors, and student members.

- Directory Information: Information regarding the State Action Team (including officer names, roles, and school contact information) may be published to facilitate communication with local chapters.
- Media Usage: Virginia DECA reserves the right to publish articles, photographs, videos, meeting agendas, and official statements involving officers at state-sanctioned events.
- A parent or legal guardian signature is required below to grant permission for media release and public listing.

Parent Signature

(Signature of Candidate)

(Printed Candidate's Name)

School Administrator Agreement

By signing below, I grant official administrative approval for [Student Name] to run for a Virginia DECA State Office. If the student is elected, I approve the attendance of both the student and their designated Chapter Advisor at all required state officer functions, including those listed above. I confirm that I have read, understood, and agree to the requirements outlined for a Virginia DECA State Officer Candidate Advisor. Furthermore, in the event of an advisor transition or reassignment during the term of office, our school/district commits to appointing a qualified replacement advisor to fulfill all ongoing 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)

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

PRINT AND SCAN

Candidate: _____ Primary Advisor: _____

Acceptance of Responsibility and Understanding of the Election Process

I recognize that the following obligations are essential responsibilities of a Virginia DECA State Officer. I agree to meet these expectations and any additional requirements set forth by the Virginia DECA Chartered Association Advisor and State Officer Advisors.

Please read and initial next to each statement below:

Initials	Expectations and Policies
	1. Membership: I will maintain active, dues-paying membership status in local, state, and DECA Inc. (National DECA).
	2. Bylaws Compliance: I will meet and adhere to all VA DECA membership guidelines outlined in the official VA DECA Bylaws
	3. Program of Leadership: I will fulfill all duties assigned in the State Officer Program of Leadership and submit all required reports by established deadlines and specifications.
	4. Required Conferences: I will attend all mandatory conferences, retreats, and planning meetings as assigned by the Chartered Association Advisor.
	5. Conduct & Consent: I will adhere strictly to the VA DECA Officer Professional Code of Conduct, official dress code, and the Comprehensive Consent Form.
	6. Academic & Work Clearance: I will obtain advance clearance from all teachers and employers for any school or work absences associated with official DECA duties.
	7. Official Attire: I will adhere to all dress code guidelines established for State Officers at official functions.
	8. Deadline Compliance: I understand I will not be permitted to participate in the election process if this application packet is incomplete, inaccurate, or submitted after the deadline published on www.vadeca.org .

(Signature of Applicant)

(Date)

Candidate: _____ Primary Advisor: _____

Initials	Expectations and Policies
	9. Candidate Qualification Process: I understand that candidacy requires completing an application, video interview, slating committee interview, online test, campaigning, and delivering a 2–3 minute speech. I acknowledge that each stage is a prerequisite qualifier, and I may be eliminated at any point in the process.
	10. Blazer Requirement: I understand that an official DECA blazer is mandatory during campaigning, interviews, and election sessions.
	11. Policy Acknowledgment: I have read, understand, and agree to abide by all rules, guidelines, and responsibilities associated with serving as a Virginia DECA State Officer.
	12. Representation & Integrity: If elected, I promise to represent my chapter, region, and state with the highest standards of integrity, professionalism, and honor.
	13. Academic Eligibility: I agree to maintain the required minimum cumulative GPA (3.0 or higher) throughout my candidacy and term of office.
	14. Communication & Responsiveness: I agree to check and respond to all official VA DECA communications (email, phone, group channels) within 24–48 hours.

By signing below, I certify that I have read, understand, and agree to all expectations listed above.

(Candidate Printed Name)

(Candidate Signature)

(Date)

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

PRINT AND SCAN

I recognize that the following obligations are essential responsibilities of a Virginia DECA State Officer Candidate Advisor. I agree to fulfill these expectations and any additional duties set forth by Virginia DECA.

Please read and initial next to each statement below:

INITIALS	ADVISORS EXPECTATIONS & POLICIES
	1. Professional Membership: I will maintain active, dues-paying membership in local, state, and DECA Inc. (National DECA).
	2. Absence Clearances: I will complete all required school division paperwork to clear official absences for both myself and my student for all required Virginia DECA events.
	3. Application Deadline Compliance: I understand that my student will not be permitted to participate as a candidate if this application packet is incomplete, inaccurate, or received after the deadline posted on www.vadeca.org .
	4. Candidate Qualification Process: I understand that candidate selection requires completing an application, video interview, slating committee interview, online test, campaigning, and delivering a 2–3 minute speech. I acknowledge that each stage is a prerequisite qualifier and my student may be eliminated at any step.
	5. Official Dress Requirement: I understand that my student must wear an official DECA blazer during campaigning, interviews, and election sessions.
	6. Student Event Coverage: I understand that Virginia DECA covers registration, lodging, and meals for State Officers for all required conferences and official activities.
	7. Advisor Expense Reimbursement: I understand that travel, lodging, and meal expenses incurred by the State Officer Advisor while accompanying the officer on required state activities will be reimbursed according to Virginia DECA's official travel policy (<i>Note: Expenses incurred at SLC and ICDC after the chapter's arrival are excluded</i>).
	8. Student Transportation Policy: I understand I am responsible for arranging transportation for my student to all DECA functions. As high school students, State Officers must ride with an advisor or parent/guardian and are strictly prohibited from driving themselves to any DECA function, regardless of age or driver's license status.
	9. Membership Eligibility: I understand that my student must meet all VA DECA Bylaw membership requirements currently and throughout their full term of office if elected.
	10. Advisor Involvement: The Advisor is required to meet weekly with the officer team to oversee academic progress and task completion. Any disciplinary or behavioral issues must be escalated directly to the Association Advisor.

Advisor: _____ Candidate: _____