

Section 1: District Advisor Guidebook – Best Practices & Training

1. Role & Core Responsibilities

District Advisors (DAs) serve as regional operational liaisons between Virginia DECA leadership and local chapter advisors. Core responsibilities include:

- Coordinating District Leadership Conferences (DLCs).
- Managing regional online testing windows and proctoring compliance.
- Add educational testing accommodations in DLG for the students in your district.
- Facilitating district president student officer elections and leadership development.
- Coordinating volunteer judges and competitive event evaluation.
- Managing medal orders and award logistics for participating chapters.

2. Best Practices for District Leadership Conference (DLC) Management

- **Venue & Date Selection:** Secure event venues well in advance and confirm DLC dates prior to winter break (December 18, 2026).
 - Coordinate with local division calendars to minimize testing conflicts.
- **Testing Security & Logistics:** Enforce strict adherence to online testing windows and makeup testing protocols.
 - Distribute student and advisor/proctor testing agreement.
 - Distribute testing tickets to participating chapter advisors.
- **Volunteer & Judge Recruitment:** With all advisors assistance, recruit local business leaders, community partners, and DECA alumni early.
 - Conduct a pre-conference orientation on DECA performance indicators and standardized rubrics.
- **Medal & Award Processing:** Verify registration rosters and shipping addresses prior to conference day to ensure timely award distribution.

3. Advisor Training & Onboarding Guidelines

- **New Advisor Orientation:** Host early-season onboarding check-ins to assist new marketing educators with membership submission, DECA Direct resources, and competitive event preparation.
- **Communication Protocols:** Maintain active email communication with district chapter advisors regarding key deadlines, venue rules, and schedule updates.
- **Student Officer Mentorship:** Guide District Officers through meeting facilitation, event hosting, and parliamentary procedure.

Section 2: District Advisor Directory & DLC Schedule

The following pages include the directory of District Advisors, confirmed DLC dates, locations, testing windows, and contact emails for the 2026–2027 school year. These dates are subject to change and you should reach out to your district advisor for more information.

District	Testing Window	Makeup Testing	Date of DLC	Location of DLC	District Advisor (DA)	Email Address
1						
2						
3	3 weeks before	2 weeks before	11/11/2026	Roanoke College	Nathan Hunt	nhunt@rcps.us
4						
5	October 19-23	Oct 2026	10/29/2026	Abingdon VA	Aimee Thomas	athomas@bvps.org
6						
7	November 2-6	November 9-13	11/20/2026	Blue Ridge Community College	Mallory Cromer	mcromer@rockingham.k12.va.us
8	November 10-13	November 11-16	12/5/2026	Briar Woods High School	Drew Douglas	drew.douglas@lcps.org
9	October 26-30	November 2	11/10/2026	Apple Blossom Mall, Winchester)	Rick Gardner	rgardner@wcps.k12.va.us
10	November 10-13	November 16-17	12/5/2026	Briar Woods High School	Morgan St. Laurent	morgan.st.laurent@lcps.org
11	November 10-13	November 16-17	12/5/2026	Briar Woods High School	Chris Kohlasch	christopher.kohlasch@lcps.org
12			10/11/2026	Oakton High School		
13			10/11/2026	Oakton High School		
14			10/11/2026	Oakton High School		
15			10/11/2026	Oakton High School		

*District 16 is inactive.

District	Testing Window	Makeup Testing	Date of DLC	Location of DLC	District Advisor (DA)	Email Address
17	November 10-13	November 16-17	12/5/2026	Briar Woods High School	Rachael Vesely	rachael.vesely@lcps.org
18	November 9-13	Nov 2016	11/18/2026	Spotsylvania Towne Center	Michelle Pacheco	mpacheco@spotsylvania.k12.va.us
19	October 26-30	November 4-5	11/10/2026	Spotsylvania Towne Center	Dee Strauss	dstrauss@kgcs.k12.va.us
20						
21	November 9-13	Nov 2016	11/19/2026		Candace Credle	candacecredle@spsk12.net
22			12/2/2026		Lisa Gurley (Perkins)	lisa_gurley@ccpsnet.net
23			11/14/2026	Atlee High School	Aimee Walters	awalters@nkcps.k12.va.us
24	November 3-6	November 10-13	11/20/2026	Regency Square Mall	Kimberly Thompson	krthompson@henrico.k12.va.us
25	November 2-6	November 9-10	11/20/2026	TBD	Lynn Pitchford	lpitchford@ycsd.york.va.us
26						
27	November 16-20	November 23-27	12/8/2026	Chesapeake Conference Center	Carol Wolgamot	carol.wolgamot@cpschools.com
28	Nov. 30-Dec. 4th	December 3-4	12/11/2026	NORFOLK NTC.	Dr. Christopher Thomas	cthomas412@nps.k12.va.us
29	Nov. 30-Dec. 4th	December 7-9	12/10/2026		Bethany Crowder	bethany.crowder@vbschools.com
30	Nov. 30-Dec. 4th	December 7-9	12/10/2026		Julia Dieter	julia.dieter@vbschools.com
31					Ben Stodol	StodolBT@pwcs.edu
32						
33	October 26-30	November 2	11/3/2026	George Mason Univ.	Corbin Harmon	thomas.harmon@apsva.us

VIRGINIA DECA DISTRICT PRESIDENT RESPONSIBILITIES**Mandatory Officer Training****Date: September 8, 2026 at 7:00 PM****Zoom: viriniatech.zoom.us/my/viriniadeca***Note: District Presidents who attend training in full will receive an official Virginia DECA DP name badge.***1. District Event Leadership & Event Participation**

- Attend and actively participate in the Fall Leadership Training Conference (FLTC).
- Assist in planning and presiding over fall district leadership events and training sessions.
- Work alongside the District Advisor to plan, prepare scripts for, and preside over the District Leadership Conference.
- Attend and participate in the State Leadership Conference (SLC) and represent the district in activities.
- Attend local chapter general membership meetings, committee meetings, and officer installations within the district.
- Meet regularly with chapter officers and chapter advisors across the district to offer guidance and support.

2. Membership Growth & Chapter Engagement

- Actively promote membership recruitment and retention strategies throughout the district.
- Encourage high chapter participation in DECA competitive events at DLC and SLC.
- Mobilize chapters to participate in DECA Month (November), Virginia DECA Day, and DECA initiatives.
- Promote participation in DECA Chapter Campaigns (Membership, Promotional, Community Service) and state recognition programs.
- Support newly chartered chapters or struggling chapters within the district.

3. Communication & Liaison Duties

- Serve as the primary liaison between local chapters, the Virginia DECA State Officer Team, and the District Advisor.
- Keep chapters updated on the latest developments, deadlines, and news from Virginia DECA and National DECA through monthly updates (e.g., district newsletters, social media, or email blasts).
- Maintain regular communication and submit required reporting to the District Advisor.

[Be sure to check with your advisor about the process used in your district.](#)

DISTRICT PRESIDENT SELECTION PROCESS

Overview: Each district determines its own method for selecting a District President. The guidelines below offer a recommended selection framework, though individual districts may adapt this process as needed.

Selection Guidelines**1. Application Submission**

- **Eligibility:** Each chapter may nominate one candidate. Candidates must maintain a minimum cumulative GPA of 2.5 for the preceding three semesters. **Submission:** Submit the official application and standard academic transcript to the District Advisor by the specified deadline.

2. Qualification Verification

- The District Advisor is responsible for verifying that all candidates meet the minimum GPA, academic standing, and eligibility requirements prior to the interview stage.

3. Candidate Interview

Candidates will participate in an interview evaluated by the selection committee. Interviews focus on assessing proficiency in:

- Marketing & Economics Concepts
- DECA Knowledge & History
- Parliamentary Procedure

Recommended Preparation: Review the Virginia DECA District Presidents Handbook, Robert's Rules of Order, and core business/marketing concepts.

4. Final Selection

Based on the evaluation results, the committee will select one District President and designate two Alternates.