CRHS DECA Officer Application



Dear Officer Candidate,

*Thank you for showing interest in becoming a DECA officer at Coginchaug! Each officer position has EQUAL importance and responsibilities and therefore requires dedication and leadership! Along with this application, you will be required to get three (3) teachers’ Signatures recommending you for the position. You will also be asked to give a short speech to members outlining your qualifications for the position and explaining why you are the best choice for the position.*

*Being a DECA officer is NOT just a resume bullet point. Please consider your time commitments and willingness to be an active participant for this group!*

***\*\*\*Be sure to read and complete the ENTIRE application!!\*\*\****

Selection for positions will be considered based on three parts:

1. On time, thorough completion of this application
2. Teacher recommendations/Advisors discretion
3. Member vote

Requirements to be a DECA Officer:

1. Commit to being an active DECA member
2. Attend **ALL** officer meetings
3. Effectively Communicate with each other and DECA Advisors
4. Possess effective leadership qualities/skills
5. Show responsibility in and outside of school
6. Promote National DECA Week: Make goodies and participate in events
7. Participate and assist with all major fundraising/community service event(s)
8. Attend Fall Leadership
9. Have Reliable Transportation
10. Promote and Love DECA!!

**Application is due by Monday May 11, 2015**

**DECA Position Requirements and Responsibilities**

* President
* Be an active member of DECA
* Promote DECA within the school and community
* Be able to manage conflict within a team
* Monitor all officers and make sure they are accurately fulfilling their duties
* Run officer meetings
* Responsible for organizing and drafting meeting agendas and getting approval from fellow officers
* Oversee implementation of DECA Week
* Be a role model
* Responsible for the end of the year banquet
* Vice President of Fundraising and Community Service
* Plan and implement all fundraisers
	+ Research fundraising ideas and acquire details
	+ Present fundraising information at DECA officer meetings for approval
	+ Responsible for presenting approved fundraising to all members
	+ Publicize event
	+ Work with treasurer to finalize money transactions
* Plan and implement all community service events
	+ Research community service event ideas and acquire details
	+ Present community service information at DECA officers meetings for approval
	+ Responsible for presenting approved community service idea to all members
	+ Publicize event
* Secretary
* Record and post minutes for each meeting
* Responsible for communication of all chapter activities with members
* Responsible for communication to members through social media (twitter and Facebook)
* Record and keep attendance for each meeting and activity
* Write and send letters of invitations and thank you’s
* Create monthly calendars for officers and DECA members at beginning of each month
* Treasurer
* Good with math
* Keep balance sheet of overall funding
* File and organize all deposits and check requests
* Keep accurate files of all receipts from all purchases
* Inform chapter officers of all transactions and balances during meetings
* Keep files on all fundraising activities and manage fundraiser related paperwork
* Historian
* Take pictures at every DECA event
* Create recruitment media
* Create a presentation after all major DECA events
* Update Social media with DECA event photography
* In charge of DECA bulletin board
* Responsible for creating and updating DECA chapter website
* Create and maintain DECA scrapbook

*Submit the remaining pages:*

CRHS DECA Officer Application



Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Applying for: *Check One*

President

Vice President of Fundraising and Community Service

Secretary

Treasurer

Historian

List ALL other extracurricular activities you are involved in (including work and sports). Include the time commitment to each.

Do you hold any other leadership positions? What are they?

*Answer three (3) of the following questions.*

What makes a good leader? Why?

How do you generate energy and enthusiasm in people?

What is your definition of success?

What is the most important quality a leader should possess? Why?

How would you describe your leadership style?

DECA Teacher Recommendation Form

**Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Applying for the DECA officer Position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Teacher Recommendation

By signing below, you attest to the student’s leadership qualities and abilities, and feel this student would make a positive contribution to Coginchaug DECA. Please do not feel obligated to sign. If you have any questions please feel free to contact Mr. Donecker or Ms. Wagemaker. Thank you for your time and consideration!

Teacher’s printed name Teacher’s Signature Date

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

