



# UTAH DECA 2025-2026 STATE OFFICER CANDIDATE APPLICATION, INFORMATION AND REQUIREMENTS

## ELIGIBILITY

Requirements for State Officer candidates:

- Candidate must currently be a sophomore or junior in high school.
- Candidate must be a registered, active member of Utah DECA during the school year they are applying for candidacy.
- Candidate must have approval/recommendation from the chapter advisor.
- Candidate must have a minimum GPA of 3.0 or higher for each of the previous two (2) completed quarters of school prior to the Utah DECA SCDC (please provide an official transcript).
- Candidate must send a declaration of intent to run for State Office email to Angie Larsen, the Utah DECA State Officer Advisor, no later than 11:59pm on January 13, 2025.
- Candidate must complete and submit application materials to Angie Larsen no later than 11:59pm on February 4, 2025 for President/Vice President positions and by no later than 11:59 pm on January 27, 2025 for Technology Vice.

## REQUIRED APPLICATION MATERIALS – All Positions

- **Declaration of Intent Email**
- **Completed State Officer Candidate Application Form**
- **Completed and signed Officer Agreement Page**
- **Letter of Recommendation** – Please submit one letter that focuses on the professional aspects of your personality and should demonstrate you as a team player and capable leader. The letter must be from any of the following individuals: a) chapter advisor, b) school official, and/or c) business/professional person, including past or current employers.
- **Most Recent Transcript**

Please email all required application materials (declaration of intent, application, signed and initialed agreement page, letter of recommendation and transcript) to: Angie Larsen [alarsen@wsd.net](mailto:alarsen@wsd.net) by dates and time listed previously.

## ADDITIONAL REQUIRED APPLICATION MATERIALS –Technology Vice President ONLY

- **Applicant with create promotional materials that could be used on our Utah DECA Instagram account to promote DECA Month, which is held annually in November. Promotional materials should be centered around a theme and cohesive in color, font, etc.**
  - **1-2 Minute Video** (that could be used by schools to promote Utah DECA Month)
  - **5 Item Instagram DECA Month Campaign** (posts, stories, reels, polls etc.)

Please email all required application materials (declaration of intent, application, signed and initialed agreement page, letter of recommendation, transcript, video and social media campaign items) to: Angie Larsen [alarsen@wsd.net](mailto:alarsen@wsd.net) by dates and times listed previously.

## CAMPAIGN RULES

A spending limit of \$75 for all state officer candidates has been established. This includes personal monies and/or donated materials. This should cover all campaign expenditures for handouts, posters, buttons, pins, letters, postage, and all related items. Donated items must be reported at their reasonable value with accompanying receipts. Each candidate will be required to submit a list of all expenditures connected with the campaign to the conference headquarters before the opening general session. NO campaigning is allowed prior to the Opening General Session of the Utah DECA State Conference except in your own chapter. State officer candidates are not reimbursed for their campaign expenses.

## CAMPAIGN TIMELINE

January 13	January 27	February 4	February 12	February 20	February 21
Declaration of intent to run for State Office emailed by 11:59pm (including name and position running for)	Due date for <b>all</b> Technology Vice President required application materials by 11:59pm	Due date for <b>all</b> President/ Region Vice President required application materials by 11:59pm	Mandatory candidate briefing via Zoom at 7:00pm	Candidates will be introduced at the Opening Session  Campaign booth set up at 10:30am  Campaign booths open at 1:00pm	Campaign booths open at 9:00am  Election session runs from 12:00 to 1:00pm  Campaign booths must be taken down by 2:00pm  2025-2026 Elected State Officers will be announced at the Grand Awards Session

## REQUIRED MEETINGS

- Preparation meetings for Fall Leadership Conference and SCDC (held the day before the conference)
- Leadership Training Institute Conference – June 2025
- Utah DECA Fall Leadership Conference – Fall 2025
- Day on the Hill – February 2026
- Utah DECA State Conference – February 2026
- Utah DECA Board Meetings, as necessary (may be virtual)
- DECA, Inc.'s. Presidents Council virtual monthly meetings (President)
- DECA, Inc.'s One DECA Call and Western Region Call virtual monthly meetings (Region and Technology Vice Presidents)

### Recommended:

- ICDC Orlando, FL – April 26-29, 2025 (Utah DECA will provide up to \$300 towards conference registration)
- ICDC Atlanta, GA- April 25-28, 2026 (Utah DECA will provide up to \$300 towards conference registration)

## STATE OFFICER DUTIES (Term of Office February 2025 to February 2026)

The Utah DECA State President and Vice Presidents are elected to promote the growth and development of Utah DECA and to make him/herself available, as necessary, in promoting the general welfare of DECA. The Technology Vice President shares the same duties and responsibilities and is appointed by the State Executive Team.

- Be a paid, active member of your local DECA chapter
- Maintain regular and timely communication with the State Executive Team and chapter officers in your region
- Visit local chapters as needed
- Work and participate as a supportive team player as part of the Utah DECA State Executive Team
- Attend regular State Officer meetings and conference planning meetings
- Assist in securing presenters for conferences
- Lead a breakout session at Fall Leadership Conference
- Speak at Utah DECA Conferences
- Plan and execute regional responsibilities
- Meet with business, community and political leaders
- Approach businesses for sponsorships
- Create promotional materials
- Assist in the creation of media productions, general session slides and web design
- Utilize Utah DECA social media account to inform and promote Utah DECA to the general membership
- Submit photographs, articles, conference speeches and entries for web purposes as requested
- Wear an official DECA blazer and professional attire to all functions when representing Utah DECA (Utah DECA will provide a name badge and a professional attire uniform. The local chapter will provide the official DECA blazer)
- Act in a professional manner at all times. Your actions are representative of all members of DECA

## STATE OFFICER EXPECTATIONS AND RESPONSIBILITIES

Serving as a state officer means you will have a tremendous responsibility to the organization and to your constituency, but you also have a responsibility to yourself, your family, and your education. Serving as a state officer will provide you with a great opportunity to develop leadership skills, meet new people, and positively impact DECA. Please do not run for office solely for the recognition of the position. Candidates will be expected to make a commitment of time, money, and talent for the good of DECA. This dedication will be necessary in order to accomplish the duties of any state office. State officers are responsible to the Utah DECA State Executive Team. This team may remove any officer at any time for any reason.

During your term of office, you may hold another office on the local chapter level; however, your state office will take precedence over local duties and activities. As a state officer, you will be expected to assist local chapters in their growth and development as requested by the local officers and advisers. State officers may not hold a state office in another Career and Technical Student Organization such as FFA, FBLA, HOSA etc.

State officers' conduct at all meetings, during travel, and at other school and state events must always be of the highest caliber. As an officer you must be the first to follow all rules and policies established by the state and national organizations. State officers may be suspended, removed from office, or sent home, the same as any other member attending a conference. State officer candidates must adhere to Utah DECA State Officer Code of Conduct agreement or be disqualified. All DECA officer travel must be approved prior to the officer agreeing to attend a function.

Some travel will be required of all state officers. It is the responsibility of the officer and/or parent or guardian to transport themselves to and from any Utah DECA event. Officers and parents agree to hold harmless Utah DECA and the Utah DECA Executive Team for any travel-related incident.

Although some expenses are covered, a state officer will have some out-of-pocket expenses. Upon election the officer will contribute \$150 toward required conference registrations and/or expenses. Utah DECA will pay any additional registration and/or hotel expenses for required meetings. As a state officer, you will incur some expenses from traveling and corresponding with your chapters. Expenses incurred in the performance of your state officer duties are usually reimbursed. Unusually costly, or expenses not normally budgeted for, need to be approved prior to the expenditure. In order to be reimbursed as a state officer, the State Executive Team Advisor must approve all expenses. For accounting purposes, the officer must provide an itemized receipt in order to receive reimbursement.

Utah DECA is committed to your education and will not interfere with the performance of your normal academic responsibilities. This does not include extra-curricular activities (i.e., debate, drama, athletics, dances, theatrical performances, choir, or activities in other CTE organizations). Your academic performance is important as you serve as a state officer. DECA officers are required to maintain a minimum 3.0 GPA during their terms of office. State officers must submit a copy of grade reports to the Utah DECA State Officer Advisor at the end of each term or grading period. The first reporting period below a 3.0 GPA will result in a probationary period. Two reporting periods in a row below a 3.0 GPA will result in removal as a state officer.

All officers are expected to attend all Required Meetings (listed previously). Absences must be cleared well in advance and are generally not allowed except for critical reasons or emergencies. All officers are expected to perform all State Officer Duties (listed previously) and any other duties for the promotion and development of DECA as stipulated by the State Executive Team and/or the Utah DECA Board. A list of additional but not limited to, officer specific responsibilities is as follows:

The President will serve as head of the State Officer Team; preside over the State Officer Team meetings and meetings involving the Utah DECA Chapter as a whole. The president will also be a member of the Utah DECA Board.

The Region Vice President(s) will preside over the region from which they were appointed to serve; assist the president in all the president's responsibilities; conduct any state or region DECA meeting held in their assigned region. Region Vice Presidents will also create and disseminate a monthly newsletter to all chapters in their region.

The Technology Vice President shall gather pictures, articles, and footage involving state and local DECA projects and activities including but not limited to: State and Region events and competitions, RSL Night, Jazz Night, etc. If the Technology Vice President cannot attend an event or competition the Region Vice President(s) will assist in the collection. Materials collected will be use in an effort to create promotional materials for Utah DECA.



# UTAH DECA STATE OFFICER CANDIDATE APPLICATION FORM

## Candidate Information

Name		Officer Candidate Position
Home Street Address		
City	State	ZIP
Date of Birth	Gender	Medical Conditions
Candidate Cell Phone Number	Candidate E-mail Address	Graduation Year
Parent or Guardian Name	Parent or Guardian Cell Phone Number	Dietary Restrictions
Personal Social Media Handles (ex. Instagram- @UT_DECA, etc.)		
T-shirt size	Polo Size	

## Chapter/School Information

Chapter/School Name		
City	State	ZIP
Chapter Advisor Telephone Number		
Chapter Advisor Signature		

## Campaign Information

Objectives as a future State Officer:

Career objectives:

List of leadership opportunities or activities involved in:



## UTAH DECA STATE OFFICER CODE OF CONDUCT

### As a Utah DECA State Officer, **I AGREE THAT I WILL**

- Be a cooperative member of the Utah DECA Executive Team.
- Always conduct myself in a professional manner as a representative of Utah DECA.
- Adhere to the State Officer Code of Conduct when I leave for a DECA official event until I return home. This code is in effect throughout this entire period of time.
- Complete my duties and responsibilities as a State Officer to the best of my abilities.
- Obtain advance approval from the State Director for all activities where I am representing Utah DECA. Officers may not independently solicit invitations to attend chapter meetings or conferences.
- Attend all official conference activities unless I receive prior approval from Utah DECA staff to be absent.
- Wear appropriate dress at all official DECA functions as instructed.
- Keep Utah DECA staff informed of my whereabouts at all time while at a Utah DECA activity/event.
- Keep my chapter advisor informed of all official correspondence and forward a copy to the State Director.
- Follow established curfews, meaning I am quiet in my own room at the designated time. State officers are not to enter the sleeping rooms of any other state officers, regardless of gender without permission from Utah DECA staff. This is for your own protection.
- Apply appropriate leadership principles at all time. These include, but are not limited to the following: consensus building, compromising, listening, respecting other people's opinions, maintain enthusiasm, and encourage conflict resolution at all times.
- Be responsible for reporting any violations committed by myself or by fellow officers.
- Arrive on time and prepared at all times.
- Remove myself from any situation that could compromise my professional image.

### As a Utah DECA State Officer, **I AGREE THAT I WILL NOT**

- Violate the law, including but not limited to
  - consuming or possessing alcoholic beverages, tobacco products or other controlled substances.
  - theft or other felony crimes.
  - inappropriate or illicit behavior.
  - defacing public property. I will be held financially responsible for any damages caused to rooms or facilities.
- Represent someone else's work as my own.
- Engage in any manner of sexual conduct/harassment or other activities that may discredit the organization (includes written or verbal comments and all forms of physical contact).
- Discriminate against others.
- Use profanity or other vulgar or inappropriate language or behavior.
- Lie or cheat in any manner.
- Engage in any activity that may be perceived as violating the rules of conduct for the function I am attending as a State Officer (follow the higher standards of conduct of either the DECA official function or the State Officer Code of Conduct).



# UTAH DECA STATE OFFICER AGREEMENT PAGE

State Officer Candidate (print)

I understand that as a Utah DECA officer, I am required to attend specific meetings and activities (listed previously) and that absences must be cleared well in advance.

\_\_\_\_\_  
Candidate  
Initials

\_\_\_\_\_  
Parent or  
Guardian Initials

I have read, understand and agree to abide by the State Officer Duties (listed previously).

\_\_\_\_\_  
Candidate  
Initials

\_\_\_\_\_  
Parent or  
Guardian Initials

I have read, understand and agree to abide by the State Officer Expectations and Responsibilities (listed previously).

\_\_\_\_\_  
Candidate  
Initials

\_\_\_\_\_  
Parent or  
Guardian Initials

I understand that it is the responsibility of the officer and/or parent or guardian to transport themselves to and from any Utah DECA event. I also agree to hold harmless Utah DECA and the Utah DECA Executive Team for any travel-related incident.

\_\_\_\_\_  
Candidate  
Initials

\_\_\_\_\_  
Parent or  
Guardian Initials

I understand that as a Utah DECA State officer, I am required to maintain a minimum 3.0 GPA during my terms of office. Failure to do so in two reporting periods in a row will result in my removal as a state officer.

\_\_\_\_\_  
Candidate  
Initials

\_\_\_\_\_  
Parent or  
Guardian Initials

I have read, understand and agree to abide by the Utah DECA State Officer Code of Conduct (listed previously). I understand that violations of the Code of Conduct may result in participation suspensions of any type for any duration, at the discretion of the Utah DECA Executive Team. Serious violations will result in expulsion from office. If other situations arise that are not covered by the Code of Conduct for Utah DECA State Officers, I will use my best judgment in the situation. Above all, I agree to act in such a way that will reflect positively on Utah DECA. The chapter advisor and officer will be notified in writing of any violation if a penalty is assessed.

\_\_\_\_\_  
Candidate  
Initials

\_\_\_\_\_  
Parent or  
Guardian Initials

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\_\_\_\_\_  
Candidate  
Initials

\_\_\_\_\_  
Parent or  
Guardian Initials

\_\_\_\_\_  
State Officer Candidate's Signature

\_\_\_\_\_  
Date

I have read the Utah DECA State Officer Application, Information and Requirements and understand it as it pertains to the Applicant.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Advisor Signature

\_\_\_\_\_  
Date