

FORMS

This section contains forms referred to throughout the handbook:

- **OKDECA State Executive Council Commitment Form**
 - Needs applicant, local advisor, parent & school administrator(s) signatures
- **Grievance Contact Information Form**
 - Need's candidate and local advisor signatures
 - Information is used in case of a grievance against the candidate
- **OKDECA State Executive Council Reasons for Removal Form**
 - Needs applicant, local advisor, parent & school administrator signatures
- **OKDECA State Executive Council Social Media Contract Form**
 - Needs applicant & local advisor signatures
- **OKDECA State Executive Council Uniform Information Sheet**
 - Needs to be completely filled out
- **OK DECA Advisor Agreement**
 - Must be completed by candidates local advisor and signed by Administrator
- **OKDECA Permission to Drive/Ride Form**
 - Needs signatures of applicant, local advisor, parent & school administrator(s)

Before submitting your completed materials, double check to make sure everything is filled out correctly and completely.

NO CANDIDATE PACKETS WILL BE ACCEPTED LATE OR INCOMPLETE

OK DECA State Executive Council Commitment Form

Desire and willingness to work are major qualities a state officer must possess. Please be sure you have the desire to do your part and are willing to devote your time and efforts for a full year of service to Oklahoma DECA if elected. Please read the commitment form carefully. It is important to realize you are agreeing with all of the commitments. The candidate, advisor, parent and administrator are required to sign this form with the understanding that a state officer may be removed from office if the state officer does not satisfactorily follow the standards listed below.

The State Officer shall:

- ✓ Commit the entire year to the DECA State Executive Council activities and treat all organization activities as a priority. Officers must remain in good standing with local chapter for entire term.
- ✓ Be willing to schedule time to minimize conflict at home, work, and school in order to maximize participation as an officer of DECA State Executive Council.
- ✓ Behave in a courteous and respectful manner to your Local Advisor, State Advisor, and Executive Council Officer team.
- ✓ State Executive Council members are expected to operate with the utmost integrity and full transparency in all matters. Anything less may result in forfeiture of office.
- ✓ In communication via email, text message, telephone or any social media sites, you must behave in a courteous and respectful manner to your Local Advisor, State Advisor and State Executive Council Officer team. You must refrain from language and actions that might bring discredit upon the association. You will be verbally warned the 1st time; 2nd time you are reprimanded you will be written up for the infraction, and 3rd offense will result in removal of office.
- ✓ Participate fully in all appropriate activities, conferences, workshops, business meetings, State Executive Council meetings, etc. for which you have responsibility. Absences from these activities will not be accepted and you will result in the forfeiture of your office.
- ✓ Maintain frequent communication with all members of the State Executive Council and advisors. Every memo or communication (email, blog, Facebook, Twitter, etc.) you plan to distribute to the membership and their advisors must be approved by your state advisor before distribution.
- ✓ Agree to maintain proper dress and good grooming in order to project a desirable image of the DECA student organization at all times.

OKLAHOMA DECA

- ✓ Be willing to take and follow instructions as directed by your advisor and team members even though they may not be in agreement with your desires.
- ✓ Serve as a member of the team and always maintain a cooperative attitude. Keep in mind that even if the majority of your team votes and approves a decision or an action you personally do not agree with, you will accept the decision the team has made and follow through with the decision in a positive manner.
- ✓ In order to maximize teamwork and minimize the risk of conflicts of interest, Oklahoma DECA maintains the following policy in respect to fraternization: All romantic or dating relationships between officers are prohibited.
- ✓ Work in harmony with fellow officers, and not knowingly engage in conversations detrimental to other members, officers, advisors, or other partners. Work without complaining about being tired, sleepy or overworked, etc. especially in public or around other DECA Members. In conference settings, you will be dead tired but you must project a positive attitude. Others are watching and listening.
- ✓ Treat all members of the student organization equally and without discrimination.
- ✓ Forego alcohol, tobacco, and illegal substances.
- ✓ While staying with the officer team during conferences, meetings, or other DECA activities, respect the curfew set by the State Advisor. No State Executive Council member is allowed in a room other than the room assigned by the State Advisor. Failing to abide by these rules is a serious offense and could result in immediate dismissal.
- ✓ Strive through preparation and practice to develop into an effective public speaker and workshop presenter.
- ✓ Write all letters, thank-you notes, reports, and other correspondence regularly and on time.
- ✓ Do not violate any state or federal laws.
- ✓ Conduct myself in a manner commanding respect without any display of superiority.
- ✓ Be willing to ask for and accept constructive criticism and evaluation of my total performance.
- ✓ Periodically evaluate my personality and attitudes and make efforts to improve.
- ✓ Maintain at least a 2.5 grade point average during the term of office.

OKLAHOMA DECA

- ✓ Allow the State Advisor and State Executive Council access to all social networking sites, such as Facebook, Twitter, Instagram, etc. Agree to remove any material deemed inappropriate or controversial.
- ✓ It is imperative that State Officers arrive on time for all appointments and meetings; take an intelligent and willing part in all activities and commitments. In this regard, candidates must be willing to put business before pleasure.
- ✓ State officer agrees to the use of their image and name by Oklahoma DECA for media/promotional purposes.

The signatures below indicate:

An understanding of the duties assigned to the state officer

- Acceptance of the responsibility to support and assist the candidate in the performance of the duties of his/her office during entire term of office.
- Ensure that, if elected, officers and advisors are able to attend all required events.

I understand that if I violate or ignore any of the above standards, the following consequences may occur:

- Being removed from the conference and/or activity by the DECA state advisor, state chair, local advisor, or other staff and sent home at their own expense.
- Have any honors or offices withdrawn.
- Monetary Deposit not being returned as the term of office was not completed.

While serving in the role of a State Executive Council member, I agree to abide by all of these commitments and statements.

Applicant Signature

Parent Signature

I understand the duties of a state DECA officer and I agree to support and assist the candidate in the performance of the duties and assignments during the term of office.

Advisor Signature

I understand the duties of a state DECA officer and I agree to support the candidate and advisor in the performance of their duties and assignments during the candidate's term of office.

High School Administrator Signature

Technology Center Administrator Signature

NOTE: If a secondary student attends a technology center, both the high school and technology center administrator must sign.

Grievance Contact Information Form

According to the Grievance Policy, "The candidate, local advisor, and state advisor or designee will be informed of the grievance and nature of the grievance and given the opportunity to respond if action is taken against the candidate."

Please complete the contact information below to ensure that the Grievance Committee will be able to contact you if action is taken against your candidate.

Officer Candidate _____

Contact Phone Number at CDC _____

I have verified the number above

Candidate Signature _____

Local Advisor of Candidate _____

Contact Phone Number at CDC _____

I have verified the number above

Local Advisor Signature _____

State Executive Council Reasons for Removal from Office Form

A State officer may be declared "inactive" and/or removed from office in the following situations.

Declaration of "inactive" status and possible removal from office for:

1. Failure to attend the CDC installation ceremony for other than an emergency or medical reason.
2. Failure to attend required State Executive Council meetings and events.
3. Failure to satisfactorily complete all assigned responsibilities.
4. Failure to submit required reports when due.
5. Failure to communicate with the State Advisor and/or the Executive Council.

Immediate and automatic removal from office for:

1. Failure to adhere to the Code of Ethics
2. Failure to adhere to Policy and Procedures
3. Failure to attend CareerTech University (CTU)

I fully understand the possible causes for removal from office, rules, regulations, conditions, and directions set forth by the Policies and Procedures of Oklahoma DECA as well as the State Advisor.

I understand if removed, I will immediately return all materials purchased by Oklahoma DECA including the official Oklahoma DECA blazer, and can be held responsible for the cost of the official uniform.

Candidate Signature _____

Date: _____

Local Advisor Signature _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Administrator Signature: _____

Date: _____

State Executive Council Social Media Contract

As a State Executive Council member, you are responsible for not only representing your local chapter, but also serving as a brand ambassador for Oklahoma DECA. You must portray yourself, and the organization, in a positive manner at all times, which includes using extreme caution when posting on any social media platforms. The Oklahoma DECA State Advisor reserves the right to monitor all State Officer's social media accounts and request that any content deemed controversial or socially insensitive be removed or deleted immediately. As a State Officer, you must read and sign this contract acknowledging your responsibility regarding the use of all social media accounts.

Responsibilities:

- Complete all assigned social media postings in a timely manner
- Maintain and reflect the positive **professional** image of DECA
- Interact with State membership on DECA professional accounts
- Post appropriately, respectfully, and thoughtfully
- Refrain from using **official** Oklahoma DECA photos or DECA logos as any profile, cover, or banner images on personal social media accounts.

Do's	Don'ts
Follow Oklahoma DECA social media platforms as well as allow Oklahoma DECA staff to follow you	Block any Oklahoma DECA staff from viewing your posts
Positively interact with membership using professional and encouraging language	Use any derogatory language, remarks, or profanity
Keep personal views off all DECA accounts	Express any controversial viewpoints (ex. politics)
Immediately remove anything when asked to do so	Involve yourself with alcohol or drugs, including liking and quoting such references
Complete all assigned postings or get someone to cover for you	Forget and/or ignore your responsibilities
Be your professional self and share DECA news through all social media bases supported by DECA	Share any account information to those NOT on the team
Think twice before posting or putting yourself in inappropriate positions	Have incriminating, violence, any form of nudity, inappropriate gestures, etc. references

By signing this Social Media Agreement, you agree to follow all rules outlined above and you understand that disciplinary actions may be imposed for failure to comply with any rule listed above.

 State Officer Candidate Signature

 Local Advisor Signature

State Executive Council Uniform Information Sheet

Applicant must complete this form and submit it as part of the State Executive Council Application.

MEN

**If unsure on measurements, it is recommended that men go to a department store or a suit store and asked to be measured in order to obtain the most accurate and professional measurements.*

**If measurements are reported incorrectly the applicant may be responsible for uniform charges.*

Dress Jacket / Blazer Size:

Chest: _____

Example: 30, 32, 34, 36, etc.

Length: _____

Example: Short, Regular, Long

Dress Shirt Size:

Neck: _____

Example: 14 ½, 15, 15 ½, etc.

Sleeve Length: _____

Example: 32-33, 35-35, 36-37

Dress Slacks Size:

Waist: _____ X Inseam: _____

Example: 32 x 32, 36 x 32

T-Shirt Size: _____

Example: S, M, L, XL, 2XL

Polo Shirt Size: _____

Example: S, M, L, XL, 2XL

WOMEN

Dress Jacket / Blazer Size: _____

Example: 2, 6, 10, 14, etc.

Blouse/Shell Size: _____

Example: 2, 6, 10, 14, etc.

Skirt Size: _____

Example: 2, 6, 10, 14, etc.

OR Example: 0, 3, 7, 11, etc.

T-Shirt Size: _____

Example: S, M, L, XL, 2XL

Polo Shirt Size: _____

Example: S, M, L, XL, 2XL

State Executive Council Permission to Drive Form

Please check one or more of the following:

☐ I/We give permission for the above member of the DECA State Executive Council to drive a personal vehicle to any approved DECA activities such as meetings, conferences, chapter visits, etc. throughout their term of office.

☐ I/We give permission for the above-mentioned member of the DECA State Executive Council to ride with another member of the DECA State Executive Council, State Executive Council Coordinator, State Advisor, State ODCTE Staff, or another local advisor to any approved DECA activities such as meetings, conferences, chapter visits, etc. throughout their term of office.

Required Signatures:

State Executive Council Member

Date: _____

Parent/Guardian

Date: _____

Local Chapter Advisor

Date: _____

Mid-Level or High School Administrator

Date: _____

Technology Center Administrator

Date: _____

DECA Advisor Agreement for State Executive Council

Advisor's Name: _____ Chapter: _____

Executive Council Candidate Name: _____

(Advisors, please initial each line to show your agreement and support of these duties as advisor.)

- ____1. I agree to assist the candidate with completing all required aspects of the State Executive Council Application and review their candidate speech.
- ____2. I agree to accompany the officer and ensure transportation is available to all required meetings and events.
- ____3. I agree to monitor officer responsibilities and commitments to ensure completion on time, accurately, and in a manner appropriate for this state office.
- ____4. I agree to serve as a mentor to the officer, arranging additional time to work with the officer.
- ____5. I agree to provide workspace, supplies, telephone access, email access, and support needed for the officer.
- ____6. I agree to monitor social media and behaviors of the officer including GPA.
- ____7. I agree to keep my local administration informed of all travel and requirements associated with having a State Executive Council member.
- ____8. I agree to work closely with the State Advisor to ensure all State Executive Council responsibilities are fulfilled according to the Code of Conduct and rules established by the State Advisor.
- ____9. I agree to promote and demonstrate a positive image of DECA at all times.
- ____10. I understand that for my candidate, State Executive Council duties take priority over any other organizational activities and that those activities shall not be used as an excuse to miss deadlines, meetings, or conferences.

Chapter Advisor's Signature

Date

Administrator's Signature

Date