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# **STATE OFFICER CANDIDATE GUIDE**

## **2021-2022**

### **Nevada Association of DECA**

**Deadline: January 7, 2022  
at 6:00pm PST**



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Nevada DECA Chapter Advisors,

The Nevada DECA State Officer Program provides tremendous opportunities for students to gain new leadership skills, learn critical thinking, improve their planning and organization skills, become stronger speakers, demonstrate initiative, and much more. In short, it is a unique and valuable experience that we are excited to share with your students.

Along with the considerable benefits that come with being a State Officer, **there are important responsibilities that officers take on** and we need your help to ensure that students who plan to run for state office are aware of these responsibilities and, if elected, both you and they will ensure that those responsibilities are fulfilled.

As an advisor with a candidate and (if elected) a State Officer the expectation is that you will:

- Assist your candidate with completing all required aspects of the State Officer candidate application and folio and review their campaign speech and campaign materials.
- Make a personal commitment to cooperate with the State Director and State Officer Coach to ensure that your State Officer fulfills all of their State Officer responsibilities, including responsibilities at non-mandatory events such as regional leadership conferences.
- Attend various meetings and functions with your State Officer.
- Serve as an ongoing mentor to your State Officer.
- Arrange additional time to work with your State Officer.
- Review with your State Officer the State Officer Team Program of Work and Accountability Chart to ensure that they are on track and up to date on all assignments.
- Assist with travel arrangements, even traveling with your officer when necessary.
- Edit and review materials and communication before officers submit and distribute them.
- Provide your officer with workspace supplies, telephone access, email access and any necessary financial support when appropriate.
- Assist with the ongoing training of all officers.

By signing the forms included in this packet you are making a commitment to your candidate/State Officer and Nevada DECA. Training and directing our State Officers is a team effort and it is essential that the officer's advisor is a part of that team.

Thank you for encouraging your student to step forward and seek a State Officer position with Nevada DECA.

Sincerely,

*Angela L Stone*

Angela Stone  
Nevada DECA State Director

## IS RUNNING FOR OFFICE RIGHT FOR ME?

We are excited that you are considering running for a Nevada DECA State Office. The opportunities provided to State Officers are tremendous and many of our State Officer alumni count their time as an officer as a pivotal experience in their life. Along with the opportunities and benefits of being an officer comes many important responsibilities. Be sure that you carefully consider your decision to run for State Office and what it requires.

The average State Officer will spend five to ten hours a week working on their State Officer assignments and responsibilities. Prior to State Officer meetings, conferences and DECA events the amount of time required tends to spike as officers finalize preparations and polish up assignments. It is important to realize that **although academics remain the number one priority, you will not be able to fall behind in your responsibilities as a DECA officer.** You will be required to participate in the team decision-making process, perform your assigned tasks, and attend all required conferences and events.

It is important to understand that if you are elected you will be required to attend conferences, officer meetings and DECA events throughout the year. You will not be allowed to leave early, come late, or miss any parts of these events (except in the case of an extreme emergency). We have frequently had officers who had to miss out on big games, dances, trips, etc. because they conflicted with their State Officer responsibilities. The expectation is that your State Officer responsibilities and commitments will take priority after your academics.

Please carefully review the documents and information in this packet to be sure that you fully understand what will be expected/required of you as a State Officer if you are elected.

If you are willing to make this kind of commitment and are the type of person that has the drive to succeed and the encouragement and dedication to get the job done, a DECA office is definitely for you! If you are unsure, you may want to speak with your advisor to see if running for a State Officer is right for you. If you decide to run for office, be assured that holding state office will be one of the most memorable experiences of your life and one of the most effective career preparation experiences you could ever have while in high school.

STATE OFFICER CANDIDATE PROCEDURES

# STATE OFFICER CANDIDATE GUIDELINES

To be an eligible candidate the following steps **MUST** be completed

**ONLINE (SEE PAGE 13 FOR LINKS):**

DESCRIPTION	DEADLINE	FORM	DONE
State Officer Signed Document Upload Form (all of the documents below need to be scanned and uploaded to this online form) <ul style="list-style-type: none"> <li>• State Officer Candidate Agreement (Form 4)</li> <li>• State Officer Conduct Agreement (Form 5)</li> <li>• State Officer Travel Authorization Form (Form 6)</li> <li>• School Administration Statement of Support (Form 7)</li> <li>• State Officer Emergency Medical Treatment and Authorization Form (Form 8)</li> </ul>	January 7, 2022	4-8 (online)	



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**STATE OFFICER CANDIDATE APPLICATION DEADLINE**

**January 7, 2022** All forms must be received at Nevada DECA by 6:00 p.m.

**ELECTED OFFICES**

- President
- Vice President of Leadership
- Vice President of Career Development
- Vice President of Marketing
- Vice President of Finance
- Vice President of Hospitality

### **ELIGIBILITY**

1. A candidate must be an active member in good standing of Nevada DECA and DECA Inc. by the published deadline date.
2. A candidate should have held or be holding a DECA chapter office, but it is not required.
3. A candidate must have earned a GPA of 2.50 (4.00 scale) or better for the term preceding their running for office and must maintain a GPA of 2.50 or greater throughout their term of office if elected.
4. A candidate must be a member of a state-approved DECA program and be an active member of the High School Division of DECA.
5. To be eligible to run for a state office, each candidate must complete and submit prior to the deadline the application (which consists of all of the forms in this packet); be in attendance at the State Career Development Conference; attend the candidate briefing session; take the officer candidate test; complete an officer candidate interview; deliver a campaign speech; and follow all election guidelines. The chapter advisor is the only person authorized to initiate state officer candidate proceedings. There are four phases leading to the election of a Nevada DECA State Officer of the High School Division: (I) Nomination, (II) Examination and Interview, (III) Campaigning and (IV) Election.

### **NOMINATION**

1. It is the chapter advisor's responsibility to have the nomination forms completed by the candidate and returned to Nevada DECA by the deadline stated in this application. The forms in this packet constitute the nomination forms required. Each chapter may submit only one candidate for each available office but may submit candidates for more than one available office.

### **CANDIDATE SELECTION PROCESS**

1. In addition to a voting process, a test and interview for each nominated candidate will be administered at the State Career Development Conference in order to determine a winner for each office. Each element of the candidate selection process will be weighted at 1/3 of a candidate's total score for the purposes of choosing a winner.
2. Those wishing to become State Officer Candidates must sign up for a testing window prior to the State Career Development Conference. Candidates will be provided with their interview time prior to SCDC. No makeup tests or interviews will be provided.

3. Exam and interview scores will not be published or made available to students or advisors.
4. Test questions will be based on the Nevada DECA Knowledge Test Study Guide accessible on the Nevada DECA website, as well as on knowledge of DECA Inc. policies, publications, events and important figures. Candidates should study both the Study Guide and the DECA Inc. website to prepare for the test.
5. Candidates should also be interviewed at the chapter level prior to submitting their candidate applications. The form and substance of the interviews is at the discretion of the local advisor. Advisors are encouraged to discuss with the candidate their qualifications for office, campaign goals, commitment to DECA, possibility of scheduling conflicts and the importance of placing DECA first, time management, etc.

#### **ROLE AT SCDC AND CAMPAIGNING**

6. Each candidate must attend the State Officer Candidate Briefing Session at the State Career Development Conference. Important information relative to candidacy will be reviewed. If a candidate is not in attendance, they may be disqualified.
7. Each candidate must give a prepared campaign speech at the State Career Development Conference.
8. All candidates are allotted (2) minutes for their campaign speech which will be presented at the State Career Development Conference. All speeches and/or demonstrations in support of the candidate must be included in the time allotment. No PowerPoint or similar presentations are allowed during the allotted speech time – speeches must be delivered without additional audio-visual assistance.
9. Candidates may not spend (or have spent on their behalf) more than \$150 on campaign materials, giveaways, or any other campaign-related expenses. If requested, candidates may need to show receipts for campaign expenses showing that this limit was followed.
10. Campaign materials must be in good taste. Facility policies do not allow the posting of campaign materials on facility walls.
11. Candidates are not allowed to begin campaigning prior to the State Career Development Conference. This includes, but is not limited to, campaigning via email, and posting on or sending direct messages on social media platforms such as Facebook, Twitter, Instagram, Snapchat, websites, YouTube, etc.

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12. Onsite campaigning by candidates or their representatives may begin at the posted start time of the State Career Development Conference and may continue until the ballots have been turned in during the Election Session. Throughout their campaign, candidates are encouraged to use handout materials. Campaign signs, posters, banners and any other display materials must be confined to the space provided in the campaign booth.
13. The size and location of campaign booths will be communicated to candidates after the application deadline. At minimum, each candidate will receive ½ of a six-foot banquet table to display their materials. If there are fewer candidates, they may receive a full table. The size is dependent upon the number of candidates who submit applications.
14. No campaign giveaways **except printed campaign literature (such as pamphlets or brochures) and small, individually wrapped candy or similar food-items** may be handed out, sold, or otherwise distributed as part of campaigning. Candidates are encouraged to focus on the clarity of their message and DECA qualifications to earn the support of Nevada DECA.
15. Playing music is not allowed in the campaign booths because of the disruption to competitive events and other hotel/facility functions. Electrical outlets/connections will not be provided or available. If a candidate has a PowerPoint presentation or other presentation that requires electricity it must be able to run on battery power.
16. Candidates and their campaign teams are responsible for making sure that no campaign materials are left in any rooms or as litter. Failure to adequately pick-up materials may jeopardize candidacy. Each candidate should assign someone from their chapter to make a sweep of the conference facility to ensure that campaign materials are all collected.

**ELECTION AND VOTING PROCEDURES**

17. Chapter advisors or persons acting in a chapter advisor capacity will not be allowed to participate during the election. Unless disqualified, the previous year's officer or unelected candidate may opt to apply again the following year.
18. A secret ballot vote will be taken. Abstentions and misvotes (for example, voting for more than one candidate for a position) will not be counted in the total votes cast. One round of voting will take place, and the percentage of the votes received by each candidate will comprise 1/3 of the score for the purposes of selecting a candidate. If after voting takes place there is a tie between two candidates, the

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tiebreaker for the purposes of choosing a winning State Officer will be determined in this order: 1) Highest vote count; 2) Highest interview score; 3) Highest test score

19. Each local chapter shall have two (2) voting delegates.
20. A qualified candidate who is not elected to their office will have their application submitted to the newly elected officer team for consideration in filling any vacant positions.
21. If no candidate is elected for a specific office, that office may be appointed by the newly elected State Officer Team at its first opportunity and under the advisement of the State Staff and State Officer Coach, but it is not required.
22. Newly elected state officers will be announced and installed at the Awards Session during the State Career Development Conference.

*Please Note: Failure to follow these rules may result in a candidate's disqualification.*

**STATE OFFICER JOB DESCRIPTIONS****All Officers**

1. Attend all State Officer meetings from start to finish.
2. Submit signed and properly completed travel authorization forms at least 48 hours before all State Officer meetings and conferences, as well as confirm their receipt with the State Officer Coach before attending the event.
3. Plan the Program of Leadership as a team for the members of Nevada DECA, and work to achieve the goals and objectives set in the Program of Leadership.
4. Attend all state officer meetings; Orientation/Transition Meeting, Joint Nevada CTSO Officer Training, Emerging Leaders Summit, Fall Leadership Conference, State Conference Planning Meeting and the State Career Development Conference. Officers are also strongly encouraged to attend the Western Region Leadership Conference and International Career Development Conference, as well as all other conferences which may be scheduled throughout the year, unless a compelling reason for missing the conference/meeting is approved by the State Staff and State Officer Coach.
5. Contribute to the publication of the Nevada DECA online blog as well as the production of social media content.
6. Communicate with the President, State Officer Coach, State Director, and other appropriate parties on a regular basis.
7. Check and process all State Officer email daily during the business week.
8. Submit a monthly report accounting for about DECA activities and participation.
9. Assist with the DECA Annual Report.
10. Keep a notebook of all activities during term in office, including event reflections.
11. Work to spread visibility and reach of Nevada DECA among the business community and state and federal government.
12. Work to recruit new chapters and new members.
13. Support chapter advisors in their efforts to implement the DECA program.

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14. Be an active and involved participant in their local chapter.
15. Make visits to local chapters to discuss DECA and encourage further participation in state and national DECA programs.
16. Be accountable for the completion and follow through of Accountability Chart Assignments throughout term of office.

### Mission-Based State Officer Position Responsibilities

There are six (6) mission-based officer positions on the Nevada DECA State Officer Team. As emerging leaders, DECA encourages leadership teams to practice real-world leadership by adopting a structure that mirrors business and industry. DECA officer positions are aligned with the DECA mission to ensure that each aspect of the mission is represented with great leadership.

#### President

Practice the “Entrepreneurial” and “Management” elements of DECA’s Mission Statement. Serves as the liaison between the State Officer Team and the Executive Officers of DECA Inc. Establishes vision, management, and organization for the team and ensures each state officer has the training, support, accountability, and resources to deliver a powerful DECA experience for every Nevada DECA member.

#### VP of Leadership

Practices the “Emerging Leaders” element of the DECA Mission. Responsible for providing support and leadership to all statewide non-competitive event career and leadership activities.

#### VP of Career Development

Practices the “Careers” element of the DECA mission. Responsible for providing support and leadership to statewide participation, preparation, and performance in Competitive Events.

#### VP of Marketing

Practices the “Marketing” element of the DECA mission. Responsible for providing support and leadership to statewide membership, branding, and promotional campaigns.

#### VP of Finance

Practices the “Finance” element of the DECA Mission. Responsible for providing support and leadership on all statewide and chapter philanthropy and fund development efforts.

#### VP of Hospitality

Practices the “Hospitality” element of the DECA mission. Responsible for providing support and leadership statewide to the Nevada DECA membership and connecting members to a welcome, value-filled, fun educational experience through outreach efforts.

# STATE OFFICER CANDIDATE FORMS

The forms on the following pages must be submitted for a candidate's application to be complete. Any missing forms could result in the disqualification of the candidate. Please ensure that all requested information is provided and that each form is complete and contains all requested signatures.

Forms Deadline: January 7, 2022 at 6:00PM

Submission Instructions: Submit all forms online using the links below.

## **ONLINE FORMS (Please note that all web addresses below are case sensitive)**

State Officer Signed Document Upload Form (use this link to scan and upload the documents below): <https://leadable.info/stateofficerupload>

- State Officer Candidate Agreement
- Student Conduct Form
- Student Travel Form
- School Administration Statement of Support
- State Officer Emergency Medical Treatment and Authorization Form

### **Purpose:**

Becoming a Nevada DECA State Officer requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility to this leadership training experience. In order for a candidate to be eligible for office, all parties indicated *must* sign this agreement. State officer candidates should understand that, if elected, attendance at all state officer meetings and activities is mandatory and that failure to attend any of these meetings will result in their removal from office, with the exception of emergencies/unsafe traveling conditions. They should also

understand that they may be removed from office if they fail to comply with State Officer responsibilities/assignments or participate in activities/conduct which would reflect negatively on Nevada DECA or the State Officer Team.

**If elected, the candidate agrees to:**

1. Perform to the best of his/her ability the duties of the elected office.
2. Maintain a GPA of 2.5 or better based on a 4.0 scale during their term of office, and provide supporting documentation if requested.
3. Participate in **ALL** activities scheduled by the State Director including, but not limited to: Nevada DECA State Officer Welcome Retreat (March 21-23, 2022 in Las Vegas), Emerging Leader Summit (July 2022), Nevada CTSO Fall Leadership Retreat (September 2022 in Las Vegas), Nevada CTSO Leadership Rally (December 4, 2022 in Las Vegas), Ultimate DECA Power Trip (November 15-18, 2022 in Washington D.C.), January State Planning Retreat (January 9-11, 2023 in Las Vegas), and State Conference (February 8-11, 2023 in Las Vegas). Final dates will be shared with State Officers as they become available.

State Officers are strongly encouraged to attend the following conferences:

**International Career Development Conference (ICDC)**

Nevada DECA will pay expenses for required activities. Non-required activities (e.g. ICDC) may be partially reimbursed upon approval of the State Staff. Please note that while Nevada DECA pays most travel expenses, some extra expenses will be the responsibility of each State Officer. If an officer attends ICDC, he/she will be expected to fully participate in all conference activities as instructed by State Staff.

**The Parent(s)/Guardian(s) Agree To:**

1. Authorize the release of scores received for the Officer Candidate Exam and Officer Candidate Interview to the members and advisors of DECA.
2. Provide supporting documentation of student's GPA if requested
3. If elected, authorize the candidate's cell phone number to be printed on his/her official business cards, if applicable, unless alternative arrangements are requested in writing to State Staff.
4. If elected, ensure that the candidate is able to attend all required meetings, that the candidate's travel plans for all events are in accordance with the policies of their school district, and, where necessary, allow candidate to use public transportation.

**The Parent(s)/ Guardian(s) and Employer(s) Agree To:**

1. Permit the candidate to participate in all scheduled Nevada DECA activities, State Officer meetings, chapter visits, and other official officer duties.
2. If the student is elected, permit, and in the case of parent(s)/guardian(s), authorize the student to visit Nevada schools and participate in Nevada DECA chapter activities for the purpose of conducting official DECA state officer business.
3. Encourage the candidate to take full benefit of the leadership development experience.
4. Attend any scheduled Nevada DECA activities when possible and desired.

# STATE OFFICER CONDUCT AGREEMENT

## The Advisor(s) and All School Officials Listed Below Agree To:

1. Recommend for state office only those candidates who are qualified. (See information provided.)
2. Host meetings of the state officers upon request of the Executive Director.
3. Ensure the candidate's attendance at all Nevada DECA activities.
4. Permit the candidate to visit Nevada schools and participate in DECA chapter activities for the purpose of conducting official DECA state officer business.
5. Certify that the candidate has earned a GPA of 2.5 (4.0 base) or better for the term preceding the election and that officer maintains this during their term of office.
6. Read the Candidate Agreement and Participant Code of Conduct and discuss its implications with the student.

\_\_\_\_\_  
Candidate Signature<sup>1</sup>

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
High School Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Coach(es) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer(s) Signature

\_\_\_\_\_  
Date

This applies for the full term of office if the student is elected.

DECA and related programs offer training to students with career objectives in the fields of marketing, finance, hospitality and management. Because individual conduct and appearance is an aspect of this training, it becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of this conduct code will not be tolerated and may result in disqualification from competition, being sent home at the individual parent and/or guardian expense, removal from DECA office, forfeiture of awards, suspension from future DECA activities, and/or other appropriate measures.

\_\_\_\_\_  
<sup>1</sup> If you change schools, jobs and/or sports at any time during your state officer year and signatures above are not complete and current; this document must be signed again and resent to Nevada DECA.

# STATE OFFICER CONDUCT AGREEMENT

1. Participants must abide by all rules and regulations of DECA, appropriate school district policies, and applicable laws and ordinances from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
2. There shall be no defacing or stealing of property. Any damages to any property or furnishing must be paid or replaced by the individual or chapter involved. Violators may be referred to the police and sent home.
3. No narcotics in any form shall be possessed or used by participants at any time, under any circumstances. Violators will be referred to the school administrator, police authorities and sent home.
4. No alcoholic beverages shall be possessed or used by participants at any time, under any circumstances. Violators will be referred to the school administrator, police authorities and sent home.
5. Possession of weapons and/or any action causing bodily harm or fear of life will not be tolerated. Violators will be referred to the school administrator, police authorities and sent home.
6. Student use of tobacco products will not be permitted from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
7. Participants will fully participate in all conference general sessions (such as opening and awards) and assigned activities as instructed by State Staff. (Including workshops, competitive events, meetings, etc.)
8. Participants should keep their adult advisors informed of their activities and whereabouts at all times. Identification badges are to be worn at all appropriate times.
9. Students of the opposite sex shall not be permitted to be in the same room unless the door is fully open so that someone in the hall may have a clear view into the room or the advisor is present.
10. Sexual conduct, material, and/or behavior are prohibited
11. The Dress Code will be followed at all times.
12. Participants in the presence, and/or having direct knowledge (not hearsay or rumor) of conduct violations must immediately separate themselves from the situation and report the violation to their advisor. Failure to do so will be viewed as the equivalent to participating in the transgression.
13. Minimum penalties for violations of this conduct code may be imposed at the discretion of the advisor, state management team, and/or the Board of Trustees. Additional penalties may also be imposed at the discretion of the chapter advisor and/or school officials according to individual school district policies and guidelines.
14. Participants with any concern about event procedures and/or judging of events MUST refer to the Advisor Code of Conduct, Item 11, to follow the correct procedure. Judges will not be personally confronted at any time.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

# TRAVEL AUTHORIZATION FORM

Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_

School Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**All students must adhere to their local school district's student transportation policy and procedures. Please attach a copy of the completed district form pertaining to student travel for this event or complete the form below. Initial each of the following that apply:**

\_\_\_ The above named student may drive herself/himself to the above function as part of her/his official responsibilities.

\_\_\_ The above named student will be transported to the above function as part of his/her official responsibilities by means of \_\_\_ parents and/or \_\_\_ public transportation (Check One).

\_\_\_ The above named student will be allowed to ride with \_\_\_\_\_, another State Officer, to get to and/or from the above function as part of her/his official responsibilities.

\_\_\_ The above named student will be allowed to ride with representatives of the state association or its agents/contractors to get to or during the above function as part of her/his official responsibilities.

\_\_\_ The above named student will be allowed to ride with other state officers DURING the State Officer Meeting as needed to facilitate transportation. "During" is defined as the time between the scheduled start and finish of the meeting as outlined in this document. (If you do not want your child riding with other officers black out the "X" next to this item and initial to the left of it)

By signing below, the parties agree to abide by all policies and information included this form:

As a school district official, my signature below verifies that the above modes of transportation are not in violation of the \_\_\_\_\_ School District student transportation policy.

\_\_\_\_\_  
School Administrator Signature

\_\_\_\_\_  
Date

I agree to adhere to the above named school transportation policy and modes of transportation.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I agree to allow my child to use the above named mode(s) of transportation and give permission for my child to attend this meeting.

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

\_\_\_\_\_  
Date

# ADMINISTRATION STATEMENT OF SUPPORT

## School Administration Statement of Support Nevada DECA State Officer Candidate Application

*Candidates need to secure the official endorsement of their DECA chapter advisor and school administrator as an officially supported state officer candidate.*

I understand that **DECA** is a national and state organization officially endorsed by the U.S. Department of Education and sponsored by the Nevada Department of Education as a co-curricular and integral instructional tool of the classroom.

I understand that \_\_\_\_\_ (candidate name) has been officially endorsed by our school's DECA chapter, our DECA chapter advisor, and his/her parents/guardians to seek Nevada DECA State Office.

I understand that if the above named student is successfully selected to serve as a State Officer that he/she will be required to attend meetings, leadership conferences, and education activities that on occasion may occur during the regular instructional period.

Our school agrees to maintain an active local DECA chapter and chapter advisor during the above named student's term of service as a Nevada DECA State Officer.

Our school agrees to support the above named student's duties and responsibilities as a Nevada DECA State Officer including approval of absences or providing chaperones for Department of Education or Nevada DECA official functions. We also understand that it is the local chapter's responsibility to comply with any school district policies and practices regarding a state officer's participation in Nevada DECA official functions.

I understand that serving as a Nevada DECA State Officer is a position of high honor and important responsibility to our school, community, and the citizens of Nevada. Our school pledges to work in partnership with the Nevada Department of Education and Nevada DECA to ensure the success of the above named student's leadership, academic, and career pursuits while serving as a State Officer.

AUTHORIZED BY:

\_\_\_\_\_  
Print Name of Administrator

\_\_\_\_\_  
Print Name of Advisor

\_\_\_\_\_  
Print Title of Administrator

\_\_\_\_\_  
Print Title of Advisor

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Signature of DECA Advisor

# EMERGENCY MEDICAL AUTHORIZATION FORM

## State Officer Emergency Medical Treatment AND Authorization Form

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Parent/Guardian Daytime Phone Number: \_\_\_\_\_ Evening Number: \_\_\_\_\_  
Name of High School: \_\_\_\_\_ School Phone: \_\_\_\_\_  
Name of Activity: **All DECA Sponsored Activities – February 2022 - February 2023**

This is to certify that *the above named student* has my permission to attend all DECA sponsored activities during the above dates. I also do hereby, on the behalf of *the above named student* absolve and release the school officials, the DECA chapter advisors and the DECA staff from any claims for personal injuries/damages/illness which might be sustained while he/she is in route to and from or during the DECA sponsored activity.

I authorize the above named advisor or DECA staff to secure the services of a doctor or hospital for the *above named student*. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

My student and I have read and agree to abide by the Nevada DECA Participant Code of Conduct. I also agree that the school officials, the DECA chapter advisors, and the state DECA staff or the Conference Conduct Committee, have the right to send my student home from the activity at my expense, provided that in their opinion the seriousness of the violation of the Participant Code of Conduct warrants it.

### Medical Information

Known allergies (drug or natural) \_\_\_\_\_

Is student on special medication? (if so, please list) \_\_\_\_\_

Does student have a history of:  heart condition,  asthma, and/or  epilepsy? \_\_\_\_\_

Does your student have any physical restrictions or other conditions that should be known?

(if so, please list) \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chapter Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_