



# **Nevada DECA**

State Officer Candidate Guide  
2024-2025

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 of 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 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 Leadership to ensure that they are on track and up to date on all assignments.

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,

Curtis Haley  
Nevada DECA Executive Director

## IS RUNNING FOR OFFICE RIGHT FOR ME?

We are excited that you are considering running for 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 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 CANDIDACY PROCEDURES

Review this entire guide and complete all necessary materials on the checklist below to be an eligible candidate.

**Candidate Notification form:** (this form must be submitted by your chapter advisor) <https://nevadadeca.org/officers/state-officer-notification-form/>

DESCRIPTION	DEADLINE	FORM	DONE
Nevada DECA State Officer Candidate Notification Form	January 5, 2024	(online)	

**Candidate Online Application link:**  
<https://nevadadeca.org/officers/candidate-application/>

DESCRIPTION	DEADLINE	FORM	DONE
Nevada DECA State Officer Candidate Application	January 5, 2024	(online)	

All the forms below need to be scanned and uploaded directly to the candidate online application.

DESCRIPTION	DEADLINE	PAGE	DONE
State Officer Candidate Agreement (Form 4)	January 5, 2024	Pg. 13-14	
State Officer Conduct Agreement (Form 5)	January 5, 2024	Pg. 15	
State Officer Travel Authorization Form (Form 6)	January 5, 2024	Pg. 16	
School Administration Statement of Support (Form 7)	January 5, 2024	Pg. 17	
State Officer Emergency Medical Treatment and Authorization Form (Form 8)	January 5, 2024	Pg. 18	
School Transcript	January 5, 2024		

## STATE OFFICER CANDIDATE APPLICATION DEADLINE

All forms and completed online application must be received by the Nevada DECA team by **11:59pm on January 05, 2024.**

## ELIGIBILITY GUIDELINES

### ELIGIBILITY:

The following outlines the minimum requirements that must be met for Nevada DECA to accept a person for State Officer Candidacy. To be eligible for state office, the following criteria must be met:

- A candidate must be an active member in good standing of Nevada DECA and DECA Inc. by the published deadline date.
- A candidate should have held or be holding a DECA chapter office, but it is not required.
- 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.
- A candidate must be a member of a state approved DECA program and be an active member of the High School Division of DECA.
- Unless disqualified, the previous year's officer or unelected candidate may opt to apply again the following year.
- 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 the forms in this guide);
  - attend 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.

## APPLICATION & ELECTION PROCESS

### CANDIDATE ELECTION PROCESS:

Candidates will be required to participate in all six portions of the election process below to be an eligible candidate. The elements highlighted will be weighted at 1/3 of a candidate's total score for the purposes of choosing a winner.

1. **APPLICATION:** Submission of a complete candidate notification form and application by the deadline.
2. **GROUP INTERVIEW:** Candidates will be interviewed alongside other candidates for their position by members of the Nevada DECA state management team at SCDC.
3. **KNOWLEDGE TEST:** Candidates will take an administered test at SCDC.
4. **SPEECH:** Candidates will be required to present a 2-minute speech during the Business Session at SCDC to the Nevada DECA delegation.
5. **VOTING:** Each chapter will identify their voting delegates prior to SCDC. Voting delegates will submit their votes at SCDC. Voting details will be provided directly to voting delegates.
6. **CAMPAIGN:** Candidate will be provided a window during SCDC to campaign and connect with fellow members.

### CANDIDATE NOTIFICATION FORM

- It is the chapter advisor's responsibility to have the nomination form completed for the candidate(s) and submitted to Nevada DECA through the online form by the deadline stated in this application.
- If you have more than two students interested in running for a specific office, we encourage you to host chapter level interviews with potential candidates prior to submitting your official notification form. The notification form and substance of the interviews are 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.

## GROUP INTERVIEW

Candidates will be interviewed at SCDC alongside all other candidates for their chosen position by members of the Nevada DECA state management team. Each position's interviews will be approximately 20 minutes long. All candidates for a position will be asked the same questions. Some candidates may be requested to provide a sample of their work for review by the interview committee. No make-up interview times will be provided.

## KNOWLEDGE TEST

A Nevada DECA Knowledge test will be administered at the State Career Development Conference as part of the election process. No make-up test times will be provided. Test questions will be based on the Nevada DECA Knowledge Test Study Guide that will be 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, Nevada DECA and the DECA Inc. website to prepare for the test.

*Exam and interview scores will not be published or made available to students or advisors.*

## STATE CANDIDATE BRIEFING SESSION

Once the candidate application closes, eligible candidates will be invited and required to attend the State Officer Candidate Briefing Session which will take place virtually prior to SCDC. If a candidate is not in attendance, they may be disqualified.

## ROLE AT SCDC AND CAMPAIGNING

1. All candidates are allotted (2) minutes for their campaign speech which will be presented at the State Career Development Conference during the business session. No PowerPoint or similar presentations are allowed during the allotted speech time - speeches must be delivered without additional audio-visual assistance.
2. 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.
3. Campaign materials must be in good taste. Facility policies do not allow the posting of campaign materials on facility walls.

4. 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.
5. 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.
6. Candidate booth must be always supervised. Nevada DECA nor the facility will be liable for missing items.
7. 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.
8. No campaign giveaways **except printed campaign literature (such as pamphlets or brochures)** 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.
9. 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. No Wi-Fi will be available.
10. 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

- Chapter advisors or persons acting in a chapter advisor capacity will not be allowed to participate during the election.
- 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 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.
- Each local chapter shall have two (2) voting delegates. Chapter advisors will identify voting delegates during the SCDC registration process.
- 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.
- 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.
- 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

## STATE OFFICER EXPECTATIONS:

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 required meeting noted in the important dates section. As well as all other conferences/meetings 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 Nevada DECA online presence as well as the production of social media content.
6. Communicate with the President, State Officer Coach, Executive 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 DECA activities and participation.
9. Work to spread visibility and reach of Nevada DECA among the business community and state and federal government.
10. Work to recruit new chapters and new members.
11. Submit a signed copy of the State Officer Code of Conduct and handbook by the established deadline.
12. Be an active and involved participant in their local chapter.
13. Make visits to local chapters to discuss DECA and encourage further participation in state and national DECA programs.
14. Be accountable for the completion and of assignments throughout term of office.

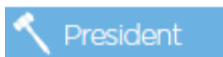
## ELECTED OFFICES

Nevada DECA has six elected state officers. Each candidate will have the opportunity to identify their position of choice, however the Management Team will determine positions after candidate applications have been received.

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

## 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.



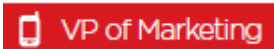
Practices the “Entrepreneurial” and “Management” elements of DECA’s Mission Statement. Serves as the liaison between the State Officer Team and the Executive Officers of DECA Inc. Establishes vision, management, and organization for the team and ensures each state officer has the training, support, accountability,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



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.



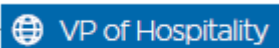
Practices the “Careers” element of the DECA mission. Responsible for providing support and leadership to statewide participation, preparation, and performance in Competitive Events.



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



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



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.

## IMPORTANT DATES

*Please note that these dates and locations are tentative, and additional events may be added throughout the school year, however, Nevada DECA will give both students and advisors ample notice ahead of any expected requirement.*

- **State Officer Student Orientation Meeting**  
March 2024 (three days, two nights) | Planet Hollywood, Las Vegas
- **State Officer Parent/Advisor Orientation Meeting, Virtual**  
This meeting will happen virtually within fourteen days after the final day of SCDC.
- **DECA International Career Development Conference (not required)**  
April 26-29, 2025 | Orlando, Florida
- **DECA Emerging Leaders' Summit**  
July 12-14, 2024, | Nashville, TN
- **Nevada CTSO Advisor Conference**  
September 2024 | Las Vegas, NV
- **Nevada DECA State Officer Retreat**  
September 2024 | Las Vegas, NV
- **Nevada DECA Fall Conference**  
September 2024 | Las Vegas area
- **DECA Western Region Leadership Conference (not required but highly encouraged) -**  
November 2024 | Seattle, WA
- **Nevada DECA Winter State Officer Retreat**  
January 2025 | Location tentative
- **Nevada DECA State Career Development Conference**  
February 2025 | Las Vegas, NV

# STATE OFFICER CANDIDATE AGREEMENT FORM

**Purpose:**

Becoming a Nevada DECA State Officer requires a commitment on the part of all parties concerned. To make that commitment, each party must understand their responsibility to this leadership training experience. 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 Executive Director including, but not limited to the events noted in the important date section of this guide.

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.



**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 (If applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer(s) Signature (If applicable)

\_\_\_\_\_  
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 FORM

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

Event or Meeting Description: All State Officer Responsibilities During Term in Office

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 administrator, 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

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 2024 - February 2025**

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: \_\_\_\_\_