



Congratulations!

Upon successful completion of your candidate exam you will have the opportunity to share knowledge and passion with over 9,000 Florida DECA members from the panhandle to the keys!

**About the exam:**

The goal of the exam is to ensure you are informed and ready to serve the stakeholders of Florida DECA. If elected, you will serve as an ambassador of our program to chapters, advisors, business leaders, and the community as a whole. It is a BIG responsibility!

The exam is anywhere from 75-100 multiple choice and true/false questions. Most questions are based on knowledge of facts, people, places, etc. and there are a few situation-based questions to ponder and respond to.

**How to Prepare:**

1. Review your candidate packet: The packet lays out the responsibilities of being a Florida DECA officer and the process of getting elected.
2. fldeca.org: You can also get there by: floridadeca.com. But we use fldeca.org mostly. Let's look at the website tabs.

**ABOUT US:**

Florida DECA: know about our history

Districts in Florida: Know the district number and the names of the district advisors. They work as a team and make up the Board of Advisors (BOA). The BOA is the governing body of our chartered association. It is important to know them as you will interact with them during your term.

Leadership: Click on the word leadership first. You will see an organization chart of Florida DECA.

Board of Advisors: Visit the page and see a listing of the members.

Chartered Association Leadership Team: Know their names and faces! You will work with these people the most.

Florida DECA, Inc: Know the names and positions.

Who's Who at DECA, Inc: Know the following people: Executive director, Director of the High school Division, Director of Competitions, and Director of DECA images. (Visit: DECA.org)

## **AWARDS:**

Honorary Life Membership: Know the purpose and the requirements to be awarded our highest honor, you do NOT have to know the names of the recipients.

Outstanding Service Award: Know the purpose and the requirements to be awarded. You do NOT have to know the names of recipients.

Award of Merit: Know the purpose and the requirements to be awarded. You do NOT have to know the names of the recipients.

Eagles dare To Achieve: Know the purpose and the requirements to be awarded. You do NOT have to know the names of the recipients.

“100 Club” Chapter: Know the purpose and the requirements to be awarded. It would be good for you to know the 20+ chapters who have reached the “100 Club” and beyond! You do NOT need to know the year they were awarded.

Office Coordinators’ Award: Know the purpose and the requirements to be awarded. You should know the recipients of this award.

**COMPETITIONS:** You should have a good understanding of the DECA competition line-up.

**EPIC CONFERENCES:** You should have a good understanding of the conferences offered by DECA and Florida DECA. Knowing the dates, if available, would also be helpful to know. ICDC is the TOP goal, so knowing the future cities of the conference is a plus.

## **FL DECA OFFICERS:**

Who’s who with Florida DECA and National DECA. Florida DECA is in the southern region. There are a total of four regions.

Annual Business Plan: Know what it is, how a chapter can be recognized and the levels of recognition.

## **MEMBERS:**

Florida DECA Leadership council: Know what it is and what is required to be on the council.

DECA Direct: This is an external site run by DECA. It is full of great and useful information. Use the search box to see if our current officer team members have been published. Read their articles.

FL DECA Scholarships: Know about the Dollars For scholars program.

**PARTNERS:** Know who our business partners are. They help us make us what we are today!

**HELPING HANDS:** There is a lot of information on the page. Spend some time here. The donation numbers of an individual chapter are not important as we are one unit, Florida DECA. The overall totals make the most impact. Know the history of our community service projects and the charities.

Other sources:

DECA: [www.deca.org](http://www.deca.org). Know the history and key players' names.

Know the size of districts and allocations. Here is a chart:

[http://www.fldeca.org/uploads/1/1/2/3/11231496/florida\\_deca\\_allocations\\_2015-2016.pdf](http://www.fldeca.org/uploads/1/1/2/3/11231496/florida_deca_allocations_2015-2016.pdf)

This is also listed on the Advisors Page of fldeca.org under Competitions & Conferences

### **Keys to Success:**

- Remember if elected you are still a member of your home chapter BUT your tasks as a Florida DECA officer supersede activities of your chapter.
- When traveling to an official Florida DECA conference you're required to attend as a chartered association officer first and then a chapter member.
- You report directly to Mr. Hosier as your officer coordinator. You are to never speak with other members of the Florida DEAC staff and/or leadership team without talking to the officer coordinator first.
- Remember, your chapter is unique. Not all chapters will run the way yours does or even offer the same classes. Do not assume anything. If you would like to share your ideas you can have a conversation with the officers AND advisor but do not force your opinions.
- You are an ambassador. You are not to speak of policy or rules, etc. If questions come up please refer them to the officer coordinator.
- Need a kick in the pants? See Mr. Hosier
- When representing FL DECA you will ALWAYS be in your uniform. We have two business uniforms and a business casual uniform.
- Officer reports, Written and Video Blogs are due monthly. No later than the 5<sup>th</sup> of each month.
- If you lose your name tag, the officer coordinator will order a new one and charge you for it. Please report it ASAP so it can be ordered and received before the next scheduled event.
- Your chapter is expected to support you during your term that includes listening to your speeches, practicing your workshop, and participating with Helping Hands.
- If you are going to miss a deadline, communicate it before. We are somewhat flexible
- SMILE
- Remember why you are trying to be elected- "To make Florida DECA better!"
- Know the four DECA principles
- Know how a chapter becomes a Gold level chapter with the ABP.
- We use Google Hangouts for FL DECA DLC web meetings.
- "DECA States" is really called the "Florida DECA Career Development Conference" or FL DECA CDC. Be sure to know the dates for the upcoming conference.
- Florida DEAC uses Facebook, Instagram, and Twitter.
- Failing to plan is planning to fail
- Mr. Hosier enjoys a nice good cup of coffee. Dunkin Donuts preferred.
- Florida DECA has had four members, in recent years, become Executive Officers of the High School Division. Tori DeLeonardo and Kendra Wrightson both from Jupiter High, and Aramis Betts from B.T. Washington (District 1) served as Southern Region VP's. Zack Schaja is the former Executive President from Marjory Stoneman Douglas High.

- If you have questions during your term as a VP you should first speak with the EVP, then President, followed by the Officer Coordinators if needed.
- When emailing or texting your officer coordinators you are to include both of them in the conversation
- WORK on ONE question at a time. Do not stress over the whole test.