

# Sample Form

## Florida DECA Chapter Guides

- **Guide Title**
- **Submitting Chapter Information**
- **Name of the People who created the document**
- **Category:** Event / Fundraiser / Workshop / Study Session / Competition / Other
  
- **Preparatory Information**
  - Purpose of this guide
  - The roles and responsibilities to utilize this guide
  - Resources and Materials that chapters will need to complete the guide successfully
  - Cautions and warnings related to the procedures or materials used in the process
  
- **Procedures Section**
  - Describe what needs to be done, the order of the tasks, and the standards your members need to follow.
  - List the different steps and if the process is complex, include sub-steps to describe all activities in detail.
  - Include diagrams, images, or illustrations when appropriate.
  
- **References or Glossary**
  - Include all the terms, resources, and documents you might bring up in the procedures section. This allows other chapters to utilize your guide completely in their chapter.



# Chapter Guide

Cooper City High School

## DECA DODGEBALL

By: Francesca Jaques and Katelyn Morel

Event/Fundraiser

### PREPARATORY INFORMATION

#### **Purpose of this guide- what does this event aim to accomplish**

Cooper City High School's DECA Chapter carried out DECA Dodgeball in order to obtain funding for our chapter's membership and travel expenses, increase bonding within our chapter, encourage DECA spirit, and gain new membership interest. At the event, DECA members worked with one another in a high energy dodgeball championship. Our chapter's officer team was introduced to the crowd increasing lines of communication, members were able to meet and interact with one another, and individuals that were not in DECA found interest in the club.

#### **The roles and responsibilities to utilize this guide**

The scale of this event requires five different departments:

- Management
- Hosting
- Paperwork
- Bracket
- Marketing

#### Management

Two Officers will be utilized as project managers. One project manager will be overseeing all other departments and ensuring all officers are getting the jobs done according to schedule. The second project manager is in charge of coordinating with the school's administration, approving all marketing plans and paperwork, and going out to buy all additional supplies needed for the event.

#### Hosting

One officer will be in charge of hosting the event. This should be an officer that is lively and charismatic. Their main role is to keep spectators engaged during the tournament and narrate the games.

#### Paperwork

All the paperwork was managed by four executive board members

## **Resources and Materials that chapters will need to complete the guide successfully**

In order to replicate DECA Dodgeball, chapters must have access to a large area with stands (gym, field, etc.), consent forms and payment options, dodgeballs, knowledgeable individuals to act as referees, a display for the bracket (preferably a white board), an involved officer team (see roles and responsibilities), whistles and tape, a microphone and speaker system, stands for ticket sales, a schedule, music playlist, promotional materials, and any decorative materials the chapter deems necessary.

## **Cautions and warnings related to the procedures or materials used in the process**

- As for the bracket, be sure there is constant monitoring and checking to limit any inconsistencies in the tournament.
- Have a designated photographer for the event's social media pages, you will forget to take photos once the event starts.
- Ensure referees are all knowledgeable about the same rules and are vigilant enough to call people out.
- Plan to have full access to the area the event will be held PRIOR to the start for set up.

## **PROCEDURES OUTLINE**

**Describe what needs to be done, the order of the tasks, and the standards your members need to follow. List the different steps and if the process is complex, include sub-steps to describe all activities in detail. Include diagrams, images, or illustrations when appropriate.**

### **1-2 months prior to the event**

Schedule a date and locate a place for Dodgeball, begin sourcing materials that will be necessary (see Resources and Materials).

### **3 weeks before**

Begin advertising for the event on social medias, through chapter meetings, create flyers, etc.

### **2 weeks before**

Begin selling tickets for both spectators and players, handing out consent forms (for players), information forms, and instill a method to track payment (we had a project manager collecting all cash and checks and writing receipts).

### **1 week before**

Assign officer duties and roles for the day of the event, close off payment and signups, collect and finalize all forms, draft a bracket (consult a sports fan for this task), train referees, and continue to promote!

### **Day of**

Arrive to location at least 2 hours before the start, set up all tables, cash boxes (for last minute spectator tickets), tape the flooring, line up dodgeballs, and ensure officers are ready to complete their tasks. Test out speaker systems. Clear all stands for spectators. Station at least 2 officers to sell spectator tickets.

### **During the event**

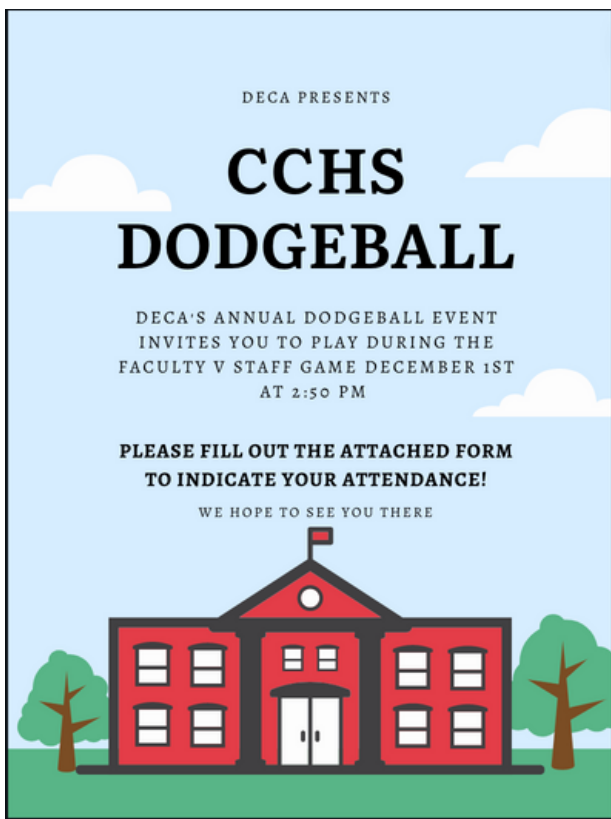
Have an enthusiastic MC to host the event and keep the crowd engaged, play games with the crowd in between dodgeball games, ensure all teams are on the premises and ready to play (if not, you must adjust the bracket), keep someone updating the bracket, take lots of photos! If a game is taking too long, use tape to minimize the playing field. Ensure someone is communicating with the players and directing teams to the playing field.

### **After the event**

Count and bring all cash and checks to your DECA advisor or school's allotted treasurer, cleanup the dodgeball area, return all school materials, and post all photos on social medias!

## REFERENCES OR GLOSSARY

Terms, resources, and documents you might bring up in the procedures section.



Flyer sent to staff



Congratulatory Post

A promotional graphic with a blue background. The top section has the text "ONLY 3 MORE DAYS TO SIGN UP FOR DODGEBALL!" in white, bold, italicized font. Below this is a QR code with the text "QR CODE TO FORMS" above it. The bottom section has the text "FORMS AND MONEY DUE 11/19" in white, bold, italicized font. To the left of this text is a list of bullet points: "• 7 PLAYERS PER TEAM", "• \$5 PER PLAYER", and "• ALL FORMS MUST BE PRINTED AND FILLED OUT TO TURN INTO MS. FERREIRA, ROOM 4006".



Promotional Video and Instagram Post