GET STARTED WITH DECA

Let’s Talk About DECA
Familiarize yourself with everything DECA by reviewing “This Is How We Do DECA,” the ultimate DECA guidebook.

Get Connected
Connect with your association advisor for information specific to your association.

Understand Advisor Roles + Responsibilities
Learn about some roles and responsibilities that are special to DECA and how you can make the most impact as a DECA advisor.

Recruit Members
DECA members are the key to DECA chapters. Additionally, use DECA’s Chapter Campaigns to guide your chapter’s member recruitment activities.

Submit Your Roster
Make your chapter members official by putting them in DECA’s online membership system and submitting their dues.

Select Student Leadership Team
Structure, select and train your student officers to help guide your chapter’s members.

Develop a Program of Leadership
Design your chapter’s program of leadership to bring together your leadership team, DECA goals and action items for the school year.

Implement Your Program of Leadership
Take action on your chapter’s program of leadership to engage your members and achieve your yearly goals through meetings and activities.

Integrate Competitive Events into the Classroom
Develop a framework to use DECA’s Competitive Events Program in your classroom while also preparing your members for competition.

Attend Educational Conferences
Extend learning beyond the classroom by registering your members to participate in DECA’s educational conferences at all levels. Check with your association advisor for local and association opportunities.

MONTH-BY-MONTH CHECKLIST

The following calendar serves as a guideline of suggested activities for each month. Consult your association’s calendar for additional dates and deadlines that impact your chapter.

JULY
- Develop your strategic plan, DECA calendar and budget.
- Examine the DECA Guide and new offerings from Shop DECA.
- Participate in Professional Learning Series activities.
- Put chapter activity and conference dates on your school calendar and begin to request permission to attend.
- Review DECA programs and determine how you can incorporate them into your classroom instruction.

AUGUST
- Connect or reconnect with local DECA leaders, your association advisor and new advisors.
- Introduce DECA to your students.
- Meet with the chapter leadership team to develop the annual program of leadership.
- Verify your information in the online membership system.

SEPTEMBER
- Begin chapter campaigns, show the membership video and recruit student, alumni and professional members.
- Introduce DECA’s Competitive Events Program to your members and begin work on written events.
- Log in to the online membership system and submit members’ names.
- Participate in DECA’s online events and activities.
- Plan participation in DECA’s Promotional Campaign.
- Register to attend DECA conferences.

OCTOBER
- Continue working on your program of leadership goals.
- Ask your association advisor about the competitive events process and how to qualify to attend your association career development conference.
- Plan participation in DECA’s Community Service Campaign.

NOVEMBER
- Celebrate DECA Month.
- Attend DECA’s educational or regional conferences.
- Continue training and practice for competitive events.
- Participate in DECA’s Global Entrepreneurship Week Campaign.

DECEMBER
- Begin working with your members to gather information to complete scholarship applications.
- Conduct a mid-year evaluation of your chapter’s progress.
- Plan and execute a chapter social activity.
- Touch base with your association advisor to determine registration procedures for your association’s career development conference.

JANUARY
- Ask business professionals to help guide your members prepare for competitive events.
- Log in to the online membership system and submit members’ names by your association’s deadline.
- Make plans to attend your association’s career development conference.
- Participate in DECA’s Global Entrepreneurship Week Campaign.

FEBRUARY
- Celebrate Career and Technical Education Month.
- Participate in DECA’s Advocacy Campaign.
- Promote DECA for next year’s class registration.
- Verify that all DECA members are on a paid roster.

MARCH
- Make plans now to attend advisor professional learning activities in the summer by submitting requests, securing funding and applying for scholarships.
- Continue preparing to attend DECA’s International Career Development Conference by arranging travel, raising funds and ensuring competitors have official DECA blazers.

APRIL
- Attend DECA’s International Career Development Conference, including the Advisor Professional Learning Series.
- Celebrate success from ICDC.
- Thank sponsors and mentors for their contributions to your members who attended ICDC.

MAY
- Conduct an annual evaluation of your DECA chapter with your chapter leadership team.
- Encourage graduating DECA members to explore Collegiate DECA.
- Recognize business and community partners.
- Recognize members’ contributions and achievements.
- Download DECA transcripts for ICDC competitors.
- Select new chapter leadership team members.

JUNE
- Schedule a meeting with your outgoing and incoming chapter leadership teams for a training and transition session.
- Send an end-of-year report and pride points to faculty, counselors, administrators and business partners.
- Train new chapter leadership team members.