



2019 - 2020

Provincial Executive Application

NOTE:

We do not accept any late applications. No applications will be accepted after the deadline, regardless of the postmark date.

All applications must be sent using **Canada Post** (regular mail or Xpress Post) services or hand delivered. The use of any other delivery services will nullify the application. **NOTHING** will be accepted via fax or electronic means.

We encourage every member of DECA Ontario who would like to participate more actively in the central organization and operation of our events, activities, and programs to apply for a position on the student executive. The DECA Ontario Student Executive, organizes and facilitates activities for the members of DECA Ontario, and will represent the interests of the organization. It is important to note that a position on the Provincial Executive is definitely a heavy time commitment and students wanting to apply must be willing to make such a time commitment to the organization.

ELIGIBILITY:

1. A **maximum of 2** applicants per school shall be submitted.
All candidates must be 15 or older by **September 1, 2019**.
2. All candidates must have an academic average of 80% or higher.
3. All candidates must have displayed high leadership potential inside and outside of DECA
4. All candidates must submit a nomination package to Greg Gregoriou, the Director of Student Leadership, by the stated deadline **Wednesday, April 3, 2019**.
5. If appointed onto the DECA Ontario Provincial Student Executive, you **will not** be permitted to hold a president position on your Chapter Executive or head of your school Student Council.
6. All candidates **MUST** attend all mandatory events listed below.

YEARLY DECA EVENTS:

1. DECA Ontario Executive Training – May/June
2. DECA Ontario Leadership Conference - July if applicable
3. DECA Leadership in the United States – July if applicable
4. North Atlantic Region Conference (The Power Trip) or any DECA Ontario organized conference- November
5. Regionals – must attend at least two - October/November
6. DECA U Provincials - January
7. Provincials - February
8. International Career Development Conference - April/May

Please note: If you cannot attend any of the above events due to prior commitment, such as **SHAD**, your application will not be considered. If you are in the **IB Diploma Years Program** and your exams conflict with the dates of ICDC, you must provide written confirmation from your IB coordinator and Cardiff that you are able to write your exams in the city that ICDC takes place.

All travel costs, meeting expenses etc. are to be covered by the **students**. Prior to the start of the **2019 – 2020** school year, executives must obtain a DECA Blazer and make a cheque of \$1000 out to DECA Ontario. Blazers can either be purchased from DECA Inc. (DECA Images) or lent by the student's school.

APPLICATION PROCEDURE

The following is the step-by-step procedure for qualifying as a candidate for Provincial Student Executive. **(NO LATE ENTRIES ACCEPTED – ANY INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

1. Provincial officer candidates must submit the following information in this order to the Student Executive Advisor, Greg, Gregoriou, by **Wednesday, April 3, 2019**.
 - Letter of Intent** (introducing yourself, stating your goals and objectives, listing chapter position(s) held, outlining past leadership activities and DECA conferences attended)
 - Resume**
 - Letter of Reference from your Chapter Advisor**
 - Forms 1 – 7** fully completed
 - **DECA Advisor Rating Sheet** (Form 5)
 - **Two Non-DECA Teacher Rating Sheets** (Form 6 and Form 7)
 - At least one letter of reference from Non-DECA Related Individual**
 - Course Selections** for the upcoming school year
 - Course Transcript** showing marks including first semester
 - Parental letter of Approval** confirming that they have read through this application, are aware of the time and cost commitments of this position, and will show cooperation helping the candidate perform duties

The above package must be received by **Wednesday, April 3, 2019**.

2. Provincial Student Executive Candidates must participate in a panel interview with the Board of Directors, as well as with the outgoing Provincial Student Executive.

*All potential candidates with **COMPLETE** applications will be contacted regarding a specific interview time after the application deadline. Interviews will take place on **May 12, 2019** at the DECA Ontario office in the Toronto Sheraton Centre.
Only short listed candidates will be notified for an interview.

3. Appointments will be contacted after a decision is made. All others will be notified by email.

Greg Gregoriou
Waterdown District High School
215 Parkside Drive
Waterdown, Ontario
L8B 1B9
(905) 689-6692 ext. 3016

ALL APPLICATIONS MUST
BE RECEIVED BY:

Wednesday, April 3, 2019
by 3:00 p.m.

NO LATE ENTRIES ACCEPTED

Inquiries: applications@deca.ca

**ANY INCOMPLETE APPLICATIONS WILL NOT
BE CONSIDERED FOR AN INTERVIEW**

PLEASE DO NOT FAX or EMAIL APPLICATIONS!

POSITIONS AND JOB DESCRIPTIONS

The following positions will be assigned: (subject to change)

- 1 President
- 1 Secretary
- 1 Branding & Communications Coordinator
- 2 Events Co-Coordinators
- 1 Social Media Coordinator
- 2 Chapter Development Officers

(the number of positions could fluctuate at the discretion of the Director of Student Leadership)

COMMON DUTIES

- Display positive enthusiasm for your role.
- Attend **monthly** Student Executive Team meetings, the Emerging Leader Summit, Fall Symposium & President's Summit, Regional events, Power Trip, Provincials, DECA U Provincials, and the International Career Development Conference.
- Assist in the planning, organization, and execution of all DECA Ontario activities.
- Work with the other Student Executive Team members to meet International DECA's yearly membership goals.
- Help raise funds to finance trips and activities.
- Work with the Board of Directors to market DECA in high schools as well as the community to assist in the club's expansion.
- Publish and distribute a student newsletter that serves as your voice to the DECA Ontario members and as a medium for the Ontario chapters to share their news and events.
- Use social media avenues such as Twitter, Facebook, Instagram, Snapchat, and YouTube to communicate DECA Ontario's activities to the entire provincial delegation.
- Work with the Board of Directors in promoting DECA to the civic and business communities.
- Increase awareness of DECA Ontario through correspondence with media.
- Assist in the planning and hosting of the Provincial Competition.
- Assist in achieving the financial objectives of DECA Ontario through fundraising events.
- Develop and coordinate fundraising ideas to help support school chapters financially.
- Keep chapters up-to-date on fundraising by submitting ideas and information to the DECA Ontario website and newsletter for publication.
- Develop and organize a Provincial Charity function at the Provincial Competition.
- Work to try to obtain corporate sponsorships and scholarships.

PRESIDENT - DUTIES

- Preside over all Student Executive meetings and determine the need to call any necessary meetings
- Keep up-to-date and inform other Student Executive members of all of International DECA's activities
- Handle operations for the **2019 – 2020** Provincial Student Executive with the Director of Student Leadership
- Appoint all necessary committee chairs
- Develop with his/her officers a Program of Work for his/her term of office and make himself/herself available as necessary in promoting the general welfare of DECA
- Coordinate organizational goals and establish a program of work for the year
- Keep meetings organized
- Keep officers on scheduled time lines
- Prepare agenda for monthly meetings and send out to all Executive members one week before each meeting
- Make sure communication lines are kept open; assist in contacting officers for meetings and receiving confirmation
- Assist in the implementation and coordination of any Provincial officer conference calls
- Provide written communication on behalf of the Provincial Student Executive when called upon to do so
- Any other duties that may arise

SECRETARY - DUTIES

- Take, maintain, prepare and distribute professional minutes of each Student Executive meeting and send copies to each Student Executive member no later than one week after each meeting
- Make to-do lists/monthly planners including who is in charge of what as well as deadlines for the jobs to be completed
- Include important events, dates, and deadlines on Google Calendar
- Chair the monthly meetings in absence of the President
- Send minutes to each Provincial officer and post on Drop Box or Google Docs. **Always** keeps a copy for the next meeting and send a copy to the Provincial Advisor for permanent records
- Make sure communication lines are kept open; assist in contacting officers for meetings and receiving confirmation
- Assist in the implementation and coordination of any Provincial officer conference calls
- Provide written communication on behalf of the Provincial Student Executive when called upon to do so
- Any other duties that may arise

EVENTS COORDINATOR - DUTIES

- Oversee planning for various conferences, including Fall Symposium, Presidents' Summit, Regional Competitions, Provincial Competition, Pre-ICDC, and any other events that may arise
- Manage registration for all DECA Ontario events
- Create awareness regarding all DECA events by communicating with chapter executives and advisors
- Assist the President with planning and operating events for the **2019 – 2020** DECA year
- Work at the DECA Ontario office (at the Sheraton Toronto) as required (average 2 times per month)
- Basic knowledge of different types of competitive events
- Any other duties that may arise

BRANDING & COMMUNICATIONS COORDINATOR – DUTIES

- Coordinate sponsor and partner social media posts with Media Coordinator
- Manage sponsor and partner contracts, ensuring all clauses are fulfilled
- Attract new sponsors and partners
- Coordinate DECA Deals
- Increase awareness of DECA Ontario through correspondence with the Media Coordinator, and through Internet, Twitter, Facebook, DECA Ontario website or other means
- Provide DECA Ontario with sufficient exposure through press releases and media coverage at DECA Ontario events
- Assist in the marketing of DECA activities to high schools and the community
- Coordinate information with Chapter Development Officers
- Communicate with all DECA Ontario chapters
- Coordinate Student Executive communications with chapters including a compilation of chapter executive's phone numbers and email addresses
- Manage and answer questions flowing into the hello@deca.ca e-mail account
- Any other duties that may arise

MEDIA COORDINATOR – DUTIES

- Manage Facebook, Twitter and other social media accounts
- Design posters, clothing, reports, PowerPoints, and other items on a need-by-need basis
- Manage multimedia at the DECA events
- Research various places to find an appropriate printer for the printing of the Provincial Program
- Manage all publication of the Provincial Program, including layout, design, content, advertisements, deadlines for articles etc.
- Film DECA Ontario videos and associated media
- Any other duties that may arise

CHAPTER DEVELOPMENT OFFICERS – DUTIES

You will be expected to:

- Develop a chapter training campaign for all previously affiliated chapters and new chapters
- Oversee distribution of resources to all affiliated chapters
- Develop chapter training materials in order to improve DECA performance throughout Ontario
- Create an avenue through which the Student Executive can share training tips and advice with the entire Ontario delegation
- Promote DECA throughout Ontario to recruit new chapters
- Manage chapter visits by all of the Student Executive
- Keep in close contact with your region's Chapter Presidents and/or assigned schools and maintain a database of the general membership
- Any other duties that may arise

*please note that duties are subject to change

CERTIFICATION FOR DECA OFFICER

DEADLINE: Wednesday, April 3, 2019

Certification by Chapter Advisor:

The credentials for _____, who is the choice of our chapter, are attached. To the best of my knowledge this applicant meets the qualifications specified in the national bylaws and the current guidelines specified by DECA Ontario for the position of: (please complete in full)

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

If elected, said person above will receive the enthusiastic support of the school, chapter and advisor in the execution of the duties of the office.

School Name: _____

School Address: _____

School Phone Number: _____

School Fax Number: _____

Chapter Advisor's signature: _____

Chapter Advisor's e-mail: _____

Returned to: **Greg Gregoriou**
Waterdown District High School
215 Parkside Drive
Waterdown, Ontario
L8B 1B9
(905) 689-6692 ext. 3016
Inquiries: applications@deca.ca

ALL APPLICATIONS MUST
BE RECEIVED BY:

Wednesday, April 3,
2019

By 3:00 p.m.

CANDIDATE INFORMATION

Please type or print:

Name: _____

Home Address: _____

Home phone: _____ Cell phone: _____

Present grade: _____ Date of Birth: _____

Personal E-Mail Address: _____

Number of years in DECA and future DECA Objectives: (attach a separate sheet if necessary)

Career Plans and Objectives:

List Business subjects completed or currently enrolled in.

Subject	Grade	Year Completed

Do you have access to a vehicle for transportation as a Provincial Officer? _____

Hobbies and Other Interests:

ELIGIBILITY STATUS

School Official's Endorsement:

The above named student has displayed punctuality, good attendance, responsibility and overall good citizenship while a member of the student body. I, therefore, endorse him/her for a DECA Ontario Student Executive position.

School Official Signature

Certificate of Eligibility:

This candidate is a member in good standing of the organization and, to the best of my knowledge, all information submitted on, with, or attached to form is correct and valid. It is my considered judgment that this candidate has the ability, qualifications, and integrity necessary to do an outstanding job as a DECA Ontario Student Executive Officer.

Chapter Advisor Signature

Candidate's Statement of Intent:

If elected, I shall attend the Provincial Officer Leadership Development Conference, Monthly Officer Meetings, the Area and Provincial Conferences, and other designated meetings.

I fully understand the responsibilities and obligations of being a DECA Ontario Student Executive Officer. If elected, I will fulfill all assignments to the best of my ability. To the best of my knowledge, all information submitted is accurate and correct.

Candidate Signature

Parental Endorsement:

We have reviewed this application for Provincial DECA office and we are aware of the time and travel necessary to perform the duties of a Provincial Officer. If elected, our son/daughter will have our cooperation in helping to carry out his/her responsibilities to the best of his/her abilities.

Parent Signature

DECA Advisor's Rating Sheet

The candidate should NOT see this form!
Please seal and sign across the sealed envelope before returning it to the candidate.

DECA ONTARIO PROVINCIAL STUDENT EXECUTIVE CANDIDATE
DECA ADVISOR'S NOMINATION RATING SHEET

Teacher Name: _____

School: _____ Length of time I have known this student: _____

The capacity in which I have known this student: _____

Please circle using the scale below as a guide

	Areas	0 – no basis for judgment					1 – extremely poor					5 – average					10 – exemplary				
1.	Professional Image	0	1	2	3	4	5	6	7	8	9	10									
2.	Attitude	0	1	2	3	4	5	6	7	8	9	10									
3.	Creativity	0	1	2	3	4	5	6	7	8	9	10									
4.	Initiative	0	1	2	3	4	5	6	7	8	9	10									
5.	Self-Confidence	0	1	2	3	4	5	6	7	8	9	10									
6.	Integrity	0	1	2	3	4	5	6	7	8	9	10									
7.	Emotional Maturity	0	1	2	3	4	5	6	7	8	9	10									
8.	Enthusiasm	0	1	2	3	4	5	6	7	8	9	10									
9.	Tact	0	1	2	3	4	5	6	7	8	9	10									
10.	Writing Skills	0	1	2	3	4	5	6	7	8	9	10									
11.	Public Speaking Skills	0	1	2	3	4	5	6	7	8	9	10									
12.	Team Building Skills	0	1	2	3	4	5	6	7	8	9	10									
13.	Time Management Skills	0	1	2	3	4	5	6	7	8	9	10									
14.	Organizational Skills	0	1	2	3	4	5	6	7	8	9	10									
15.	Leadership Skills	0	1	2	3	4	5	6	7	8	9	10									
16.	Project Follow -Through	0	1	2	3	4	5	6	7	8	9	10									
17.	Academic Promise	0	1	2	3	4	5	6	7	8	9	10									
18.	Work Habits	0	1	2	3	4	5	6	7	8	9	10									
19.	Relationship with Peers	0	1	2	3	4	5	6	7	8	9	10									
20.	Relationship with Adults	0	1	2	3	4	5	6	7	8	9	10									

Non-DECA Advisor's Rating Sheet

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