

# ACTIVATE YOUR CHAPTER IN THREE EASY STEPS

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## JOIN

### > REQUEST TO CREATE A DECA CHAPTER

Complete the [online form](#) to create a new DECA chapter. We'll automatically send to your school a chapter starter kit. Your contact information will also be shared with your state advisor, who is a great resource to connect you with local and state activities, and [Christopher Young](#) with DECA, who works with new chapters and advisors.

### > CONNECT WITH YOUR STATE ASSOCIATION

Introduce yourself to your [state advisor](#), who provides communication and leadership in your state. Ask them to help you identify a DECA chapter advisor to mentor you.

### > MEET WITH YOUR ADMINISTRATION

During a meeting with your administration, discuss the benefits of DECA, creation of a DECA account, travel requirements, acquiring transportation and funding, and including DECA activities on your school calendar.

### > ENROLL IN DECA'S ONLINE MEMBERSHIP SYSTEM

Use your username and password to login to DECA's [online membership system](#). By November 15 and March 1, submit your member names and [state and national dues](#) on DECA's [online membership system](#). Some states/provinces have earlier membership deadlines for competitor eligibility.

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## ORGANIZE

### > IDENTIFY THE PROGRAMS AND ACTIVITIES YOU WILL USE IN YOUR CLASSROOM

Review the "[Bring Your Classroom To Life](#)" viewbook for an overview of DECA's learning programs and activities.

### > DEVELOP A CHAPTER CONSTITUTION

Visit the DECA website for a [sample constitution](#) that your chapter can amend as your chapter grows.

### > SELECT A STUDENT LEADERSHIP TEAM

Your chapter constitution helps determine which [leadership positions](#) your chapter will select and the process for selection.

### > CREATE A PROGRAM OF WORK INCLUDING A BUDGET AND CALENDAR OF EVENTS

Simply, a [program of work](#) lists all of your chapter activities, including budget information, people involved and dates/deadlines. This guides your chapter for the year. Download the [calendar of events](#) for 2010-2011.

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## PROMOTE

### > INTRODUCE DECA TO YOUR STUDENTS

Use the "Introducing DECA" [lesson plan](#) that introduces DECA to your members using the [promotional video](#), [website](#) and other resources.

### > ENGAGE MEMBERS BY PUBLICIZING CHAPTER EVENTS

Involve your members in DECA chapter activities and promote them to all of your students, teachers, administrators and community.

### > BUILD YOUR CHAPTER MEMBERSHIP

Implement [strategies for building your chapter membership](#).