ACTIVATE YOUR CHAPTER
IN THREE EASY STEPS

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.

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.

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.