

# Oregon DECA Chapter of the Year

**Deadline:** February 2, 2012

**Mail To:** Oregon DECA  
P.O. Box 912  
Jacksonville, OR 97530

## Objective

The Chapter of the Year program is designed to recognize chapters that have risen above the rest. This award will be presented to the chapter that exhibits excellence in all four points of the DECA Diamond as well as in the area of Chapter Management.

## Award Structure

A Chapter of the Year will be recognized in each District (i.e., District I, II and III). Each District Chapter of the Year will receive a plaque at the final awards ceremony at SCDC. A trophy will be presented to the chapter judged to be "Oregon DECA Chapter of the Year." **The overall Oregon DECA Chapter of the Year will qualify two participants to be included in Oregon's delegation to ICDC to actively participate in the leadership academies.** A chapter may not be the "Oregon DECA Chapter of the Year" in two consecutive years, but may still be recognized in consecutive years at the district level.

## Description

The Chapter of the Year Award involves a written report that fully describes why your chapter should be chosen, examples of excellence in each of the four areas identified, and a description of significant accomplishments in Chapter Management. The report may cover activities from the SCDC of the previous year up to and including registration for the SCDC where the report is submitted.

## Chapter Instructions

All of these guidelines are your instructions. Please read everything carefully. The major emphasis is on the year round programming, leadership, and growth of your chapter. This will be demonstrated through a written entry. **Submit four (4) copies of your written report in four (4) folios.**

# Oregon DECA Chapter of the Year Guidelines for the Format of the Written Event

Your written entry must follow these specifications exactly. Follow this format when writing your entry.

**Title Page**     Chapter of the Year  
                      Name of DECA Chapter  
                      Name of High School  
                      School Address  
                      Advisor  
                      Advisor's Email Address  
                      Number of Members  
                      Chapter President  
                      Date

The title page will not be numbered.

## **Table of Contents**

The second page will be the table of contents, which must list every heading of every section and the page on which the section starts. The table of contents may be single-spaced. The table of contents will not be numbered.

## **Body of the Written Entry**

The body of the written entry starts with Section I, Executive Summary and continues in the sequence outlined here. The maximum number of pages is 20 for the written report. The appendix and Program of Work are not included in the 20 pages. The Program of Work should be attached after the appendix.

The written entry should fully document and describe the extent of chapter accomplishment in each area. Points for each section are detailed on the evaluation form.

### **I. Executive Summary**

One-page description that explains why your chapter should receive this honor.

### **II. Civic Consciousness**

Each chapter must participate in two community service projects. All community service projects will be considered. Please take pictures and use them in the appendix.

### **III. Leadership Development**

Each chapter must take an active role in educating its members and officers on leadership through training, classroom education, and conference participation.

**IV. Social Intelligence**

This chapter must prepare its members to be professional and presentable within the business community. All interactions with businesses and professional organizations are considered for business partnerships. A partnership with the Chamber of Commerce is highly recommended.

**V. Vocational Understanding**

All members within your chapter should be supplied with vocational education and should be supported and encouraged to participate in DECA competitive events. Involvement in district skills competition(s) is highly encouraged.

**VI. Chapter Management**

The overall chapter activities are considered in this category. Membership increases, fundraisers, and chapter newsletters are just a few examples of what would be included in this section.

**VII. Appendix**

An appendix is optional. Include in the appendix exhibits supporting your written documentation. Examples of this would be pictures, fliers, newsletters, and other materials prepared from your chapter.

**VIII. Program of Work**

A Program of Work document is required and should be included after the appendix.

**Written Entry Checklist Standards**

In addition to following the outline above, when preparing your written entry you must observe all of the following rules. The purpose of the rules is to make competition as fair as possible among participants.

1. Submit four (4) copies of the entry in an official DECA folio (not a three ring binder). Folios are available from DECA Images. No markings, tape, or other material should be attached to the folio.
2. Sheet protectors may not be used.
3. The body of the entry must be limited to 20 numbered pages, excluding the title page, table of contents, appendix and Program of Work.
4. The pages must be numbered in sequence, starting with the executive summary and ending with the final page of Section VI – Chapter Management. Do not use separate sheets between sections or as title pages for sections.
5. Major contents of the written entry must be double-spaced. The title page, table of contents, executive summary, appendix, long quotes, and information in tables, figures,

- exhibits, lists, headings and materials created from your chapter throughout the year may be spaced appropriately.
6. The entry must be typed/word-processed. Attachments in the appendix may be included as presented to your chapter. Any handwritten corrections will be penalized.
  7. Judges will be instructed to ignore attempts to achieve an advantage due to the quality of word processing equipment used.
  8. All material must be shown on 8½-inch x 11-inch paper. Pages may not fold out to a larger size. Tabs may not be used.
  9. Decorative artwork, pictures, illustrations and desktop publishing techniques may be used throughout the project, including the title page and table of contents. Photographs in the manual must be scanned and placed as digital files.
  10. The entry must follow the sequence outlined. No sections may be added. Sections not included will be given a zero.

# Oregon DECA Chapter of the Year Written Entry Checklist and Evaluation Form

		No Value	Little Value	Adequately Done	Well Done	Exceptionally Well Done	Judged Score
I.	<b>Executive Summary</b> One page description as to why the chapter should receive this honor	1	2	3	4	5	
II.	<b>Civic Consciousness</b> Two community service projects are required to receive maximum points. Were the programs dedicated to improving the community and educating members on civic responsibilities? How involved is the chapter with the community? What percentage of the chapter participated in the service projects?	0-2	3-5	6-9	10-12	13-16	
III.	<b>Leadership Development</b> Based on conference participation as a percentage of membership, ongoing leadership training, classroom education in student leadership	0-2	3-5	6-9	10-12	13-16	
IV.	<b>Social Intelligence</b> At least one ongoing, solid business partnership is required to receive maximum points. Was the training throughout the year in an effort to teach members about professionalism, and forming business relationships?	0-2	3-5	6-9	10-12	13-16	
V.	<b>Vocational Understanding</b> What vocational education did the chapter train? Are the members participating in competition at conferences? Attendance at the district activities are required to receive maximum points.	0-2	3-5	6-9	10-12	13-16	
VI.	<b>Chapter Management</b> There must be an increase in membership for full points. Fundraising, newsletter, and activities.	0-2	3-5	6-9	10-12	13-16	
VII.	<b>Program of Work</b>	0	1	3	4	5	
VIII.	<b>Overall Impression</b>	0-2	3-4	5-6	7-8	9-10	

Written Entry Total Points (Maximum 100 points) \_\_\_\_\_