

# Chapter Leadership Passport Program Checklist

**Reminder:** Based on the level that you wish to achieve, a certain number of the activities under Required Elements R3-R7 must be written in article format prior to submitting the application.

These articles may consist of no more than 250 words and must be sent to [tammy.stains@dese.mo.gov](mailto:tammy.stains@dese.mo.gov). Please indicate “Chapter Passport Article” and indicate the name of your chapter in the subject line of your email.

Refer to the levels below for the number of articles required (Bonus: an article submitted for a student for the Individual Passport can also count toward the Chapter Passport article requirements). Questions about Social Media Correspondents and article format should be directed to [communications@deca.org](mailto:communications@deca.org). For an example of how article format looks, please refer to <http://bit.ly/1LuRGAN>.

**IN ADDITION to the activities below that are required for earning any of the Chapter Leadership Passport Award levels...**

## **For EXECUTIVE Level:**

At least one (1) of the submissions for Required Elements R3-R5 must be in the article submitted to the State Advisor. PLUS.... Complete at least one (1) additional activity from Each Category below.

## **For DIPLOMAT Level:**

At least two (2) of the submissions for Required Elements R3-R5 must be in the article submitted to the State Advisor. PLUS.... Complete at least three (3) additional activities from Each Category below.

## **For PRESIDENTIAL Level:**

At least three (3) of the submissions for Required Elements R3-R5 must be in the article submitted to the State Advisor. PLUS.... Complete at least five (5) additional activities from Each Category below.

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*Note: These are “minimums” for the chapter passport program—we encourage you to complete as many as you would like throughout the year.*

## **Required Elements for all Three Levels: \***

- Develop a program of work (R1)
- Complete Goals worksheets for each chapter leader (R2)
- Organize a chapter social event (R3)
- Host a competition preparation session for the chapter members (R4)
- Conduct at least one activity featured in a Collegiate DECA Campaign (R5) (For example: participate in campus organization fair, reach out to other program areas across your campus to promote your chapter, organize a mentor program for your members with local business leaders, host a web chat with another chapter, meet with a member of congress, organize a mentor program with a high school chapter, etc.) (R5)
- Designate at least one chapter member to become a Social Media Correspondent and write at least one article for DECA Direct online ([decadirect.org](http://decadirect.org)). \*Articles can be submitted to [communications@deca.org](mailto:communications@deca.org) (R6)
- Advertise joining DECA Direct Online to your members (<http://bit.ly/decasignup>) (R7)
- Advertise DECA scholarship program to members (R8)

## Chapter Leadership Passport Program Checklist (continued)

### *Additional Activities*

#### **Academically Successful and Career Ready**

- Post a minimum 3-Minute video online around one of the following topics: Chapter recruitment, fundraising, competition, or a testimonial about the benefits of Collegiate DECA membership, share it and tag DECA Inc.
- Create a workshop or PowerPoint that demonstrates excellence in your chapter/association: For example: recruiting, fundraising, grant writing, marketing, etc. and submit your outline or PowerPoint to your State Advisor.
- Submit an article/press release for school or community newspaper, etc. highlighting your chapter activities (such as your members' competition achievements)
- Create, publish and distribute a chapter newsletter
- Advertise your chapter at a campus-wide Student Organization Fair or similar event
- Write/Apply for a grant to fund your chapter
- One or more teams from your chapter compete in the ENGAGE Case Study Competition (due November 20).
- One or more chapter members participate in the ENGAGE Webinars in January/February.

#### **Community Oriented**

- Raise money for a local charity
- Complete the Collegiate DECA Advocacy Campaign
- Hold a practice competition, inviting multiple chapters/potential chapters in your area
- Host an on campus preparation for competition activity for high school members
- Host a campus competition with another department or student organization. Ex: Professional Development Day
- Host an "Invite-a-friend" meeting (50% members of bringing a guest)
- Host a campus-wide social event on your campus, and promote Collegiate DECA

#### **Professionally Responsible**

- Host a networking session for students and invite alumni and professional members
- Have 75% of members create or post their Collegiate DECA experience on their LinkedIn account
- Create a Facebook & Twitter account for your chapter. \*If one is already established, appoint a member to actively share or "tweet" at least five articles to decadirect.org
- Host local business professional to speak to chapter members about careers
- Schedule a representative from a National Advisory Board (NAB) company to ENGAGE your chapter (tour their place of business, participate in webinars, etc.)
- Host and/or join a resume building and/or LinkedIn workshop
- Assemble a panel of professionals to speak to your chapter
- Attend a campus/local Career Day
- Three (3) or more members attend ENGAGE Conference in New York City
- Three (3) or more members compete at an association/regional/invitational Collegiate DECA competition

## Chapter Leadership Passport Program Checklist (continued)

### *Additional Activities*

#### **Experienced Leaders**

- Host an "Invite-a-friend" meeting (50% members bringing a guest)
- Three (3) members submit completed Individual Leadership Passport Awards
- Chapter member run for Collegiate DECA Executive Office
- Host a Leadership Seminar for your chapter and other organizations on your campus
- Create and deliver a presentation in a classroom for recruiting new chapter members
- Host an information session at a local High School about Collegiate DECA
- Host a meet and greet information session for night/weekend students
- Hold an officer retreat to train officers and plan chapter activities
- Hold a chapter fundraising event

**Based on the level that you wish to achieve, a certain number of the activities under Required Elements R3-R7 must be written in article format prior to submitting the application.**

Send your accompanying article to [tammy.stains@dese.mo.gov](mailto:tammy.stains@dese.mo.gov)

# Chapter Leadership Passport Program

The Collegiate DECA Leadership Passport Program encourages local chapters and individual members to plan activities and participate in events that enhance the experiences of members. The leadership passport rewards action taken by members and chapters that build personal and professional skill sets focused around the organization's four attributes and values: competence, innovation, integrity and teamwork. Members and chapters earning the various levels of passport success will be recognized at the Missouri State Career Conference and, for those submitting online to DECA, Inc., at the International Career Development Conference.

## DESCRIPTION

Chapters will participate in various activities throughout the year to keep them on target as successful DECA chapters. DECA Inc. recognizes active and engaged members and chapters with various levels of both the Individual and Chapter Leadership Passport Awards.

Complete the required tasks and provide a picture of your chapter in action completing one task. In addition, based on the level that you wish to achieve, a certain number of the activities under Required Elements R3-R5 must be written in article format prior to submitting the application.

## SUBMISSION PROCEDURES

Chapters will submit the checklist for the program along with an article describing the activities submitted on the form along with pictures for verification, as necessary. The article should be no more than 250 words in length and explain the level of award being requested. The required activities should be covered in the first paragraph. The following paragraphs could contain descriptions of the extra activities under each of the four attributes.

Submit to [tammy.stains@dese.mo.gov](mailto:tammy.stains@dese.mo.gov) on or before **February 15, 2017**.

## MISSOURI STATE CDC CHAPTER OF THE YEAR

Chapters who complete the checklist and required article at the Diplomat or Presidential level can submit them to the State Advisor by the due date to be considered for the Chapter of the Year Award.

## DECA, Inc. CHAPTER LEADERSHIP PASSPORT PROGRAM

ALL submitting chapters are encouraged to complete the national level of this program by completing the online checklist and submitting their articles to the required person. More information about how to apply is at this webpage:

[https://deca.formstack.com/forms/collegiate\\_chapter\\_passport\\_17\\_18](https://deca.formstack.com/forms/collegiate_chapter_passport_17_18)