

# Individual Leadership Passport Program Checklist

Please submit a scrapbook or article with photos to verify the tasks have been completed. 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 “Individual Passport Materials” and indicate your name and 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 Individual Leadership Passport Award levels...**

## **For BLUE Diamond Level:**

In addition to the required elements for both levels: Complete at least three (3) tasks from Each Category below.

## **For GOLD Diamond Level:**

In addition to the required elements for both levels: Complete at least five (5) tasks 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 BOTH Levels: \***

- Perform 10 hours of community service independently or with a group
- Develop a list of academic and Collegiate DECA goals for the year
- Sign up to receive DECA Direct Online (<http://bit.ly/decasignup> )
- Write a resume and cover letter
- Attend five (5) chapter-related meetings

### **Additional Required Elements for Gold Diamond Level:**

- Apply to become a Social Media Correspondent and write at least one article for DECA Direct online (decadirect.org). \*Articles can be submitted to [communications@deca.org](mailto:communications@deca.org)
- Discuss Collegiate DECA in a class/student forum
- Hold a chapter/association leadership/executive position, or hold a recognized leadership position (committee chair, event planner, etc.) within your chapter
- Compete on your chapter’s team in the ENGAGE Case Study Competition (due November 20).
- Participate in the ENGAGE Webinars in January/February.

## Individual Leadership Passport Program Checklist (continued)

### *Additional Activities*

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

- Earned the Academic Honor Award
- Apply for a scholarship through DECA's Scholarship program
- Create and write a sample competition case study
- Host an information session at a local High School about Collegiate DECA
- Present in class about Collegiate DECA career benefits of membership
- Write and submit an article for DECA Direct, or any other DECA publication/media
- Submit a video for the Global Entrepreneurship Week Idea Challenge
- Submit a design for the DECA Images ICDC T-shirt Design Contest

#### **Community Oriented**

- Organize a group to participate in an association or national community service project
- Perform 20 hours of community service, in addition to the 10 required
- Help plan and participate in a "nationally" recognized community service project
- Perform 20 hours of community service, in addition to the 10 required
- Help another school start a DECA Chapter
- Record an "I took DECA to College" video, put it on social media, and email the link to [AskCollegiateDeca@deca.org](mailto:AskCollegiateDeca@deca.org) and your State Advisor.)
- Writing and submitting an article to your school paper/website (include a copy of the article in your submission to the State Advisor.)
- Write an article/press release for school or community newspaper, etc. (include a copy of the article in your submission to the State Advisor.)
- Assist in writing or applying for a grant for your chapter or association
- Create and submit a video that can be posted online about recruitment, fundraising, competition, or a testimonial about the benefits of membership in Collegiate DECA.

## Individual Leadership Passport Program Checklist (continued)

### **Professionally Responsible**

- Join the DECA Inc. LinkedIn group and share your Collegiate DECA experience
- Introduce a business professional as a guest speaker
- Develop a list of personal/professional goals for the year
- Host local business professional to speak to chapter members about careers
- Attend and compete at an association/regional/invitational conference
- Attend the ENGAGE conference in New York City (November)
- Compete in the ENGAGE case study competition (November)
- Give presentation to your chapter about your ENGAGE experience
- Attend a chapter or local business etiquette event
- Create and distribute a marketing piece for a chapter event
- Participate in a chapter social event |
- Interview with NAB member business for an internship/job
- Participate in ENGAGE webinars (January/February)

### **Experienced Leaders**

- Bring two (2) friends to a chapter meeting
- Invite alumni or professional division member as a guest speaker
- Present a workshop about DECA and its programs to a chapter
- Attend a community or campus-based seminar or event about leadership, ethics or diversity
- Serve as chair of a chapter fundraiser/event
- Mentor a first time competitor in your chapter/association
- Participate in a chapter committee to plan an event during DECA month in November
- Honor a fellow chapter member for excellence in Chapter
- Recruit 5 new student, alumni, or professional members to your chapter

**Based on the level that you wish to achieve, you will need to submit a scrapbook or article with photos demonstrating your completion of the required and extra tasks for this award.**

Send your accompanying materials article to [tammy.stains@dese.mo.gov](mailto:tammy.stains@dese.mo.gov) and bring them to State CDC.

# Individual 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

The Individual Leadership Passport Program provides student members a guide for year-round engagement, and enhances the benefits of membership in Collegiate DECA. Activities are categorized using DECA's core values and guiding principles, in an effort to encourage a well-rounded college/university experience. In addition to students who are members of a campus-based chapter, Individual Members are also eligible for this recognition program.

## SUBMISSION PROCEDURES

Individuals will submit the checklist for the program along with the scrapbook or article with photos 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 part of the material. The following paragraphs could contain descriptions of the extra tasks under each of the four attributes.

Submit to [tammy.stains@dese.mo.gov](mailto:tammy.stains@dese.mo.gov) on or before February 15<sup>th</sup> of each year.

## MISSOURI STATE CDC MEMBER OF THE YEAR

Individuals who complete the checklist and required materials can submit them to the State Advisor by the due date to be considered for the Member of the Year Award. The article or scrapbook should be available at State CDC for judging.

## DECA, Inc. MEMBER 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://www.deca.org/college-programs/passport-program/>