



## **CHAPTER OF THE YEAR AWARD**

All entries will be recognized on stage at SCDC, and one chapter will be chosen from the entries to receive the 2022 Idaho DECA Chapter of the Year award. The first-place chapter will also receive \$250.00 toward ICDC in the form of a credit to their ICDC invoice.

A chapter may consecutively hold the “Idaho DECA Chapter of the Year” title. The Chapter of the Year award serves to recognize chapters that have risen above the rest. This award will be presented to the chapter that exhibits excellence in a balanced approach to activities and events. Chapters will write a 1 - 4 page paper that touches on each of the following subjects to create a compelling argument as to why they deserve to be the Chapter of the Year.

1. Community Service
2. Leadership Development
3. Chapter/Membership Development
4. Publicity/Promotion

### **DESCRIPTION**

The Chapter of the Year Award consists of a 1 - 4 page written report that describes why your chapter should be chosen as Idaho DECA’s 2022 Chapter of the Year. Examples of excellence in each of the four areas identified will be submitted to the judges. The report may cover activities from the close of SCDC of the previous year up to and including registration for the SCDC when the report is submitted.

## **CHAPTER INSTRUCTIONS**

These guidelines serve as your instructions for your written report. The major emphasis is on the year-round programming, leadership, and growth of your chapter.

## **GUIDING PRINCIPLES**

Our guiding principles explain how we fulfill our mission by addressing what we do and the outcomes we expect. DECA enhances the preparation for college and careers by providing co-curricular programs that integrate into classroom instruction, apply learning in the context of business, connect to business and the community and promote competition. Our student members leverage their DECA experience to become academically prepared, community-oriented, professionally responsible, experienced leaders. Keep our DECA guiding principles in mind when choosing what to include in your report.

## **GUIDELINES FOR THE WRITTEN REPORT**

### **TITLE PAGE**

The title page will not be numbered

Name of DECA Chapter/ High School

School address

Advisor's name and email

Name and title of student writing the report for their chapter

(ex: John Johnson - Chapter President, Chapter Officer, Chapter Representative, etc.)

### **BODY OF THE WRITTEN ENTRY**

The body of the written entry consists of 1 - 4 pages that touch on the four categories described above.

### **FORMAT REQUIREMENTS**

1. Title page requirements listed above
2. Number pages following the title page
3. One page minimum, four pages maximum

4. Use your best judgement in spacing, font type, and font size
5. Decorative artwork, pictures, and illustrations are welcome to be used throughout the project as long as they are relevant
6. Submission requirements described below

**Submit your written report via email to Lisa Costa at [gina.lyman@cte.idaho.gov](mailto:gina.lyman@cte.idaho.gov) with the subject line “Chapter of the Year candidate           name of your highschool          ”**

**DO NOT type your entry directly in the email, submit it as an attachment as a Word document, Google doc, or .pdf**

**Idaho DECA Chapter of the Year - Written Entry Checklist and Evaluation Form**

	No Value	Little Value	Adequately Done	Well Done	Outstanding	Judges Score
<p><b>Community Oriented</b>                      Were the programs dedicated to improving the community and educating members on civic responsibilities? How involved is the chapter with the community? What impact did the chapter have in the community?</p>	0	3	5	7	9	
	1	4	6	8	10	
	2					
<p><b>Leadership Development</b>                      Each chapter must take an active role in educating its members and officers on leadership through training, classroom education, and conference participation. More points will be awarded to chapters with more than one Leadership Development activity.</p>	0	3	5	7	9	
	1	4	6	8	10	
	2					
<p><b>Chapter/Membership Development</b>                      The overall chapter activities are considered in this category. Membership increases, fundraisers, and chapter letters/communications are just a few examples of what would be included in this section as chapter development. Competition training, dressing for success, speakers are a few examples of membership development.</p>	0	3	5	7	9	
	1	4	6	8	10	
	2					
<p><b>Publicity/Promotion</b>                      This section documents events/activities that your chapter uses to create awareness or portray a positive image of DECA within in the community. The audience can be prospective members, future members (example visiting a middle school, your school, city, area, business (es), government agencies, etc.)</p>	0	3	5	7	9	
	1	4	6	8	10	
	2					
<p><b>Overall Impression of Report</b>                      Overall professionalism of the written report spelling, grammar, events, formatting, etc.</p>	0	3	5	7	9	
	1	4	6	8	10	
	2					
					<b>Total Points</b>	<b>/50</b>