



What you need to know to propel your chapter to reach LIMITLESS success with your very own Middle School DECA program.

What is Middle School DECA?

Every year high school students across the state of Wisconsin are faced with that famous question: "What is DECA?" The only way to truly find out the answer to that question is to join the organization. A Middle School Program mimics that of a high school chapter, with community service events and meetings leading up to a competition, focussing on cluster exams and roleplays.

Resources to Begin:

1. Middle School DECA Checklist and Timeline
2. Middle School Meeting Agenda
3. Practice Tests
4. Practice Roleplays
5. Tips for Success
6. Ice breaker games

How to Set Up and Obtain Support for Program

- Assemble a leadership team of both high school DECA members and a local chapter advisor to discuss preliminary plans of a middle school DECA program
 - Tips to choosing high school DECA leadership team:
 - Enthusiastic, responsible, and outgoing individuals
 - Able to attend meetings
 - Start small
 - One suggestion, schedule middle school meetings to align with high school DECA chapter meetings
 - Recommendation: Once a month--Total of 3 meetings (November, December, and January)
 - Program runs from September to January (Shortened year)
 - Possibly attend a Middle School DECA competition (For Example, District 4 hosted one last January, maybe your assigned district will host a middle school competition too!)
- Contact middle school business and marketing educators to obtain interest in starting a DECA program
 - Initial contact made by local DECA advisor
 - High school students conduct presentation to middle school educator
- Once you obtain support from the middle school business & marketing educators, contact middle school administrators to get permission to start the program
 - Initial contact made by local DECA chapter advisor
 - High school leadership team then conduct a presentation to administrators
 - Suggestion: Upon approval from middle school educators and administrators, have high school leadership team conduct presentation to school board

How to Implement a Middle School Program

- **Create promotional materials to market program to students**
 - **Examples of promotional materials include (not limited to):**
 - **Posters**
 - **Announcements**
 - **Social media**
 - **School website**
 - **Other**

- **Promote the middle school DECA program within the classroom and throughout the middle school**
 - **Schedule your first middle school chapter meeting**
 - **Select appropriate meeting time and location (possibly align with high school chapter meeting schedule)**
 - **Develop meeting agenda *reference additional resources on the DPI website***
 - **Suggestions for a successful meeting may include:**
 - **Create team building or ice breaker activity**
 - **Provide free food at meetings-- Always attracts more students!**
 - **Learn about upcoming events and activities**
 - **Practice m/c tests and role plays *reference additional resources provided by WI DECA***

Timeline to Implement Initiative

October 2017

- Assemble high school DECA leadership team
- Contact business and marketing educators at middle school
- Contact middle school administrators
- Develop promotional materials
- Promote organization within middle school
- Schedule first chapter meeting

November 2017

- Host first chapter meeting
- Schedule first chapter event

December 2017

- Host first DECA event
- Host second chapter meeting
- Prepare for competition at chapter meeting

January 2018

- Host third chapter meeting before attending competition
- Prepare for competition at chapter meeting
- Attend middle school DECA district competition (If available)
- Final awards and closing meeting will happen at district competition

February-June 2018

- The sky's the limit! It is up to you to expand and grow your middle school DECA chapter!