



LEADERSHIP PASSPORT PROGRAM

ASSOCIATION AWARD

The **Association Leadership Passport Program** encourages association leaders to develop a program of leadership that is tailored to the needs of their association's members. Through participation in the program, associations will be provided with a framework to strategically plan activities and events that will reach their goals.

CRITERIA

Association leadership teams can earn the Association Leadership Passport Program award by completing the base requirements, plus a minimum of three items from each category. All activities must be completed after the 2023 International Career Development Conference. Please see the following pages for specific requirements.

SUBMISSION PROCEDURES

Online forms must be completed and submitted at deca.org/passport no later than **February 15, 2024**. Items in article format must be at least 400-words in length and submitted with appropriate photos to the online submission form at www.decadirect.org/submit-articles no later than **February 15, 2024**.

All materials received by the **February 15, 2024** deadline will be reviewed for accuracy. Recipients of this award will be posted on [decadirect.org](https://www.decadirect.org) by March 15. If your association does not appear on the list of recipients, or you believe the information is incorrect, please email debbie@deca.org and include the date the application was submitted. Please do this by March 31, 2024 to ensure recognition at ICDC.

RECOGNITION

Associations that complete the requirements will be recognized for their success on the Collegiate DECA website, on DECA Direct Online and at the International Career Development Conference.

ASSOCIATION LEADERSHIP PASSPORT ACTIVITY CHECKLIST

The following activities are required to achieve the Association Leadership Passport Program award.

| BASE REQUIREMENTS | |
|-------------------|--|
| | Develop a program of leadership, including a detailed calendar of action-steps to achieve your association's goals. |
| | Share the events and programs your association planned throughout the year to encourage membership growth and retention. |
| | Upload a publication that your association created to promote member engagement or member recruitment. Examples: virtual event flyer, member recruitment brochure, etc. |
| | Submit two (2) DECA Direct Online articles on behalf of your association. (Articles cannot be used for a Individual or Chapter Leadership Passport award submission). www.decadirect.org/submit-articles |

LEADERSHIP PASSPORT PROGRAM OVERVIEW

The Collegiate DECA Leadership Passport Program encourages individual members, chapters and associations to plan activities and participate in events that enhance the experiences of members.

The Leadership Passport Program rewards action taken by members, chapters and associations that build personal and professional skill sets focused around helping members be academically prepared, community oriented, professionally responsible and experienced leaders.

In addition to the required activities above, complete **at least three** tasks from each category below.

Note: These are *minimum requirements* for the Association Leadership Passport Program—we encourage you to complete as many activities as you would like throughout the year.

ACADEMICALLY PREPARED

| | |
|--|---|
| | Develop and implement a plan to promote DECA's Scholarship Program. deca.org/collegescholarships |
| | Develop and implement an association fundraising or sponsorship plan. |
| | Develop and implement a membership engagement plan. |
| | Develop and implement a social media strategy for your association's social media platforms. |
| | Develop and implement an association communication plan to increase member engagement. Suggestions: virtual meetings, email, social media, etc. |
| | Develop and implement a high school member outreach plan. Suggestions: conduct visits to local high schools, host a booth or information session at a high school conference, etc. |

COMMUNITY ORIENTED

| | |
|--|--|
| | Organize an association-wide service project. For example: host an association-wide fundraiser or item donation drive conducted by each chapter. |
| | Have all members of the association leadership team plan and participate in a "nationally" recognized community service project. Suggestions: MDA, NPCF, Children's Miracle Network, etc |
| | Participate in at least five (5) #DECAmonth challenges on social media. |
| | Summarize a community service project that your association organized and executed. Please include a brief summary of the project and describe how chapters were involved in the project. |
| | Create a social media campaign to highlight members from your association that champion Collegiate DECA's values and tag @collegiatedeca. |

PROFESSIONALLY RESPONSIBLE

| | |
|--|---|
| | Develop and implement a diversity, equity and inclusion (DEI) plan. For example: unique member outreach initiatives, sharing pronouns, using gender-inclusive language, embracing and celebrating diverse cultures, authentically supporting all people of color, etc. |
| | Create and present an in-person or virtual training on ethical leadership for the members of your association. |
| | Conduct an in-person or virtual workshop for the members of your association on a topic of your choice (cannot be the same as above). |
| | Describe an innovative program or initiative that the association does or began and how the members of your association have benefited from the program. Share the steps in place in terms of the future and longevity of the program. |
| | Host a call or meeting with another association leadership team to collaborate and share best practices. |

EXPERIENCED LEADERS

| | |
|--|---|
| | Develop and implement a plan to help individual members in your association achieve the Individual Leadership Passport Award. |
| | Develop and implement a plan to help chapters in your association achieve the Chapter Leadership Passport Award. |
| | Develop and implement a program of professional development for association chapters/members focused on practical experience as well as business ethics and integrity. This could be shared virtually or at an in-person event. |
| | Discuss how your association encourages its members to participate in chapter, association or international leadership events. |
| | Attend and participate in "One Diamond" calls. All members of your association's leadership team must attend at least two (2) calls. |
| | Attend the in-person or virtual meetings of at least two (2) chapters in your association. |

LEADERSHIP PASSPORT PROGRAM RESOURCES

Looking for ideas to help fulfill the Leadership Passport Program requirements? Explore helpful articles on DECA Direct Online.

■ decadirect.org/passport

SUBMISSION DEADLINE

Submit your Association Leadership Passport Program application by February 15, 2024.

■ decadirect.org/passport