

BALTIMORE COUNTY PUBLIC SCHOOLS

Extra Duty Activity (EDA)

Name of EDA:	Distributive Education Club of America
School Level:	High

Description of Activity: The Distributive Education Club of America (DECA) is an international association of students studying entrepreneurship, management, and marketing in business, finance, hospitality, and marketing sales and services. Under the direction of the principal, the DECA advisor meets with students to elect club officers; provides networking opportunities with local businesses; participates in local, state, and national DECA conferences; conducts fund raisers; and participates in community service projects.

The DECA advisor must be a business education teacher and have a thorough knowledge of marketing, merchandising, and business management, and remain current on various trends in the business world. The advisor must also be well organized and detail-oriented, possess excellent oral and written communication skills, and excellent human relations skills, and be effective with students, staff, and community business persons especially when coordinating DECA fund raisers.

Link to the Blueprint for Progress: DECA advisors support the system’s mission to provide a quality education for all students. This after-school activity’s objectives are to develop leadership characteristics; an understanding of the free, competitive enterprise system; occupational competencies needed for careers in marketing, merchandising, and management; an appreciation of the responsibilities of citizenship; a healthy competitive spirit; and appropriate social and business etiquette behaviors. DECA advisors seek to engage parents/guardians, business, and community members in the educational process, which supports the *Blueprint’s* Performance Goal 6.

Examples of Specific Duties of this EDA Sponsor	Estimated Hours
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Preparation and Planning	20-40
<ul style="list-style-type: none"> • Develops calendar of chapter events (e.g., fund raisers, conferences, guest speakers) • Conducts research of curriculum materials, Internet, business venues, activities, etc., to develop team work for student competitions • Recruits members, sponsors, and judges, and registers students in local, state, and national DECA organizations (requests funds, obtains permission, arranges transportation) • Coordinates fund raising in support of DECA activities • Researches industry trends to share with students • Maintains contact information database • Secures meeting locations/times with school administration 	

Meetings

40 -60

- Discusses overnight travel and field trips during meetings with parents
- Meets with MSDE and state DECA advisors to discuss conferences and duties
- Oversees meetings of chapter members
- Discusses chapter progress and county conference with the Career and Technology Education Office and county DECA
- Meets with chapter officers bi-weekly after school to construct agendas, rehearse presentations, etc.
- Plans fund raisers, chapter promotions, community events, DECA week, and business networking with chapter committees on a bi-weekly basis

EDA Duties

120-140

- Holds club meetings (e.g., prepares agenda, teaches team-building activities)
- Prepares students for competitions (e.g., obtains test materials, coaches students, administers tests)
- Coordinates participation in local, state, and national competitions (registration, permission, transportation, chaperoning)
 - Maryland Fall Conference
 - North Atlantic Regional Conference
 - Baltimore County Regional Conference
 - Maryland Spring Conference and Competition
 - DECA International Career Development Conference and Competition
- Directs fund raising, community service club activities, and field trips
- Requires evening and weekend travel
- Collects and remits dues to state and national organization

Estimated Annual Hours that a Teacher Might Spend to Sponsor this EDA: 180 – 240

Minimum Number of Students Required: 2 (no maximum)

Annual Compensation

DECA is a Level II activity.