

# **The First Step**

## **How to Start a Local DECA Chapter**

In order for you to get your new DECA chapter started, there are a few things that you need to do to be recognized as an official DECA chapter. First, using the sample constitution provided in this section, create your own local constitution. Mail a typed copy of your constitution to Missouri DECA, P.O. Box 480, Jefferson City, MO 65102. You will then receive a Missouri DECA Charter.

After receiving your charter and New Advisor Packet from National DECA, fill out the DECA roster and collect DECA dues. The amount of the national and state dues can be obtained by contacting the Missouri State DECA Advisor. Chapter advisors and interested administrators and business leaders should participate as paid Professional Division members of DECA.

Mail the total amount of dues (national and state) to the Missouri DECA State Advisor by November 1. You will then be a legally chartered DECA chapter, ready for a great year of active participation!