

MEMBERSHIP PROCEDURES

West Virginia DECA is on the online membership system offered by National DECA. Please pay strict attention to the following procedures and those listed on your dues form.

- ✓ Complete the form as directed by National DECA. All chapters must submit membership online following the instructions at <http://deca.org/membershipprocessing.html>
- ✓ National and State dues are unified. Each high school, Collegiate DECA, alumni, and professional member must pay dues.
- ✓ Students who are in the marketing/DCT program, or are interested in the marketing field, can become DECA members. Check with your school/chapter advisor for the specific criteria for membership.
- ✓ **Send dues check directly to: DECA Membership**, 1908 Association Drive, Reston, VA, 20191. National DECA sends the appropriate forms to your chapter when they process your membership. The National DECA phone number is 703.860.5000. Ask for the Membership Department if you have any questions.
- ✓ You can email West Virginia DECA at bsias@access.k12.wv.us or phone 304.957.9833 X 53013 if you have any questions.

Please note: The earlier National DECA receives dues payment, the earlier services will begin.

DIRECT DUES COLLECTION

- ✓ The new online membership processing system will allow you to easily submit members, effectively manage your chapter membership, and obtain 24 hour access to membership data. Please go online to <http://www.deca.org/membershipprocessing.html>
- ✓ A single check for state and national dues should be issued and mailed to National DECA.

	<u>NATIONAL</u>	<u>STATE</u>	<u>TOTAL</u>
High School	8.00	3.00	11.00
Professional- HS	8.00	3.00	11.00
Professional-DEX	10.00	3.00	13.00
Collegiate DECA	10.00	3.00	13.00
Alumni	10.00	3.00	13.00

- ✓ All paid members of WV DECA must also be paid members of National DECA; this includes professional division members.
- ✓ You will receive membership materials via return mail. Please allow 3 to 4 weeks for processing and mailing.
- ✓ Monthly reports will be provided to the WV DECA State Advisor by National DECA regarding membership, dues collection, etc.
- ✓ All chapter advisors must pay membership dues.
- ✓ Additions to the roster **MUST BE POSTMARKED BY MARCH 1 IN ORDER TO PARTICIPATE AT ICDC.**