

Question 2: How do you keep all this information organized? How do you manage all the paperwork associated with DECA?

Allen Gancarz

The best tool that I utilized over the years was a weekly planner. In DECA, there are many deadlines for registration, competition, and travel. When you combine this with your obligations to the home school it may seem overwhelming at first, but it will get better in time as you learn effective time management.

Mike Karpie

Binders and sheet protectors for your hard copies

Saving your information on your computer's hard drive

Putting the kids in charge of much of the information

Each officer has his/her own notebook and responsibilities.

You are a mentor, someone who can guide the kids. Once you have it figured out, you can let the kids do 90 percent of the work and you just oversee it. For example: registration for conference, finding the best airfare.

Bill Lind

Computer, computer, computer. We had a PowerPoint presentation for most chapters, and they were all on the computer. I created a database of my chapter at the start of the year and then spun off it for all events, fund-raising, information etc. Find ways to work smarter, not harder. Like it or not, this is not an 8 to 4 profession.

Lucinda Mason

I have two filing cabinets devoted to LAPs. Most of my textbooks are issued to students.

Organizing all the materials doesn't happen overnight. I am a 12-month employee, and it took me one whole summer to get my LAPs into expandable folders, labeled and alphabetized in filing cabinets. I run off the tests one time and have students use an answer sheet. Then the tests are filed until I need them the next time.

Dennis Sweetapple

The resources provided by the publishing companies are so easy to work with. The paperwork for DECA seems to fit right in, and I don't seem to notice any difference. I am very organized so it seems the regular paperwork and the DECA paperwork are the same thing.

Debbie Tixier

I use a lot of file cabinets. I divide the LAPs into general categories (economics, selling, etc.). I keep all my paperwork for DECA in colored file folders and keep them from year to year, because what you did last year is always helpful when doing it again the current year. Don't reinvent the wheel each year. Use what you did last year and change to fit the current need. The D.O.R.O.T.H.Y. database is very helpful when keeping up with all the DECA paperwork, but I don't know how to use it very well. [www.FunTeaching.com] My partner teacher is our technology and database person. This program will simplify all the paperwork once you get all the information entered into it at the beginning of the year.

