



WISCONSIN

DECA

# MIDDLE SCHOOL DECA GUIDE 2025-2026



# MIDDLE SCHOOL DECA GUIDE

Everything you need to know to start, run, and grow your middle school chapter!

## WHAT IS MIDDLE SCHOOL DECA?

Every year high school students across the state of Wisconsin are faced with that famous question: "What is DECA?" The only way to truly find out the answer to that question is to join the organization. A Middle School Program mimics that of a high school chapter, with community service events and meetings leading up to a competition, focusing on cluster exams and roleplays.

## RESOURCES TO GET YOU STARTED!

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- [Practice Roleplays](#) ✓
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# SETTING UP AND OBTAINING SUPPORT

Starting a DECA chapter in a new school can be difficult, here are a few steps to support you when getting support for your chapter!

- Assemble a leadership team of both high school DECA members and a local chapter advisor to discuss preliminary plans for a middle school DECA program
  - Tips for choosing a high school DECA leadership team:
    - Enthusiastic, responsible, and outgoing individuals
    - Able to attend meetings
  - Start small - it can be easy to get overwhelmed if you commit too much!
    - Often Middle School Chapter holds meetings once a month and schedules them in line with high school DECA meetings (ie. before school vs. after school, consistent day of the week, etc.)
    - Consider attending a Middle School DECA competition - District Four has hosted Middle School competition in the past, but your school can host a mini-district for your own chapter, or connect with local schools
- Contact middle school business and marketing educators to obtain interest in starting a DECA program
  - Initial contact made by local DECA advisor
  - High school students conduct presentation to middle school educator
- Once you obtain support from the middle school business & marketing educators, contact middle school administrators to get permission to start the program
  - Initial contact made by local DECA chapter advisor
  - High school leadership team then conduct a presentation to administrators
    - Suggestion: Upon approval from middle school educators and administrators, have high school leadership team conduct presentation to school board
- [Middle School Proposal Presentation Template](#)



# REGISTERING MEMBERS

Now that you got your members, you have to register them!

Registering Middle School DECA follows the exact same process as registering any other member. They count towards your total membership count, so they can help you reach your goals for Wisconsin DECA and National DECA Membership Campaigns

Follow this link here to register your Middle School DECA Members:  
[DECA Registration Portal](#)



# IMPLEMENTING THE PROGRAM

Once you have a Middle School Chapter approved, getting members and hosting events and meetings is the next step!

- Create promotional materials to market program to students
  - Examples of promotional materials include (not limited to):
    - Posters
    - Announcements
    - Social media
    - School website
    - Other
- Promote the middle school DECA program within the classroom and throughout the middle school
  - Schedule your first middle school chapter meeting
    - Select an appropriate meeting time and location (possibly align with the high school chapter meeting schedule)
    - Develop meeting agenda
      - Suggestions for a successful meeting may include:
        - Create team building or icebreaker activity
          - Example icebreakers and games to play in your chapter
        - Provide free food at meetings-- Always attracts more students!
        - Learn about upcoming events and activities
        - Practice multiple choice tests and role plays (linked in the competition section!)
- Hosting Events
  - Host a mix of volunteering, fundraising, and bonding events
  - Consider inviting your middle school chapter to high school events!
    - Hosting combined events can help increase participation while decreasing the amount of extra planning separate events can take
      - Ex: Middle school members can participate in Trick or Can

# HOW TO: COMPETITION

Use this page as a step-by-step guide on how to host a practice competition within your own middle school chapters.

## Planning

1. Present about competition to your middle school members using this slideshow: [Middle School DECA Competition Presentation](#)
2. Send out a form for members to fill out to determine how many people will be attending
  - a. An example form can be used here: [Competition Sign Up Form](#)
3. Decide how many high school members you need to judge
  - a. This depends on your chapter. You could require members to judge, or ask them to volunteer to improve their own competition skills.
4. **MAKE A COPY** of this google sheets. Fill it out with your members names: [Scoring Sheet](#)
5. Leading up to the competition, remind students to attend, and bring necessary supplies such as computers and pencils

## Competition Day

1. Give students a 50 question test
  - a. An online version can be used. **MAKE A COPY** of this form: [50 Question Online Test](#)
  - b. A paper version can be printed and used: [50 Question Paper Test](#)
2. Give students a [Principles category roleplay](#) OR give students a [roleplay tailored for middle schoolers](#).
  - a. Print this sheet for students to use as a guide when prepping for the roleplay: [Roleplay Outline](#)
3. Enter student scores into the scoring sheet
4. Give students awards based on top scorers for the test, roleplays, and overall winners.
  - a. Example awards found here: [Competition Awards](#)

# EXAMPLE TIMELINE

Starting a chapter at the beginning of the year has its positives, but starting in the middle of the year can be just as great as starting at the beginning!

- August
  - Assemble high school DECA leadership team
  - Develop and present a presentation to business and marketing educators and middle school administrators to get a middle school chapter started in your school district
- September
  - Develop promotional materials
  - Promote organization within middle school
  - Schedule the first chapter meeting
- October
  - Host first chapter meeting
  - Schedule first chapter event
- November
  - Host first DECA event
  - Host second chapter meeting
  - Introduce competition at chapter meeting
- December
  - Host meetings related to competition prep
    - Having a few extra meetings to help your middle schoolers prepare for competition can be super beneficial!
- January
  - Attend middle school DECA district competition (If available)
  - Host a mini district event for your school
- February-June/The rest of the year
  - The sky's the limit! It is up to you to expand and grow your middle school DECA chapter!
  - Establish future leadership teams of both middle school leaders and high school leaders