

Get Certified!
Ready, Set, Gold
Going for the Gold is a Team Effort at Titans Corner

There are many different ways you can begin the process of Gold Certification for your SBE. Below is a plan that helped Dominion High School chapter members get started when putting together the certification document. We follow this plan each year as new members are added to the team. Keep in mind this is just one of many ways to work on the certification manual. We suggest contacting Gold Certified SBE's in your state and across the country to find out how they manage the certification process or check out the website at www.schoolbasedenterprises.org.

Dominion High School chapter members collaborate as a team to ensure our school store, Titans Corner, achieves the highest level of excellence in all areas of the SBE. DECA members use the SBE Certification document as a guide to implementing strategies for achieving Gold Level Certification. Here's our timeline for piecing together the process of gold level certification:

August/September

- Define your management team. This can be a marketing class or a group of interested DECA members.
- Assign one or two members to be the document editors.
- Review the SBE Certification document. Based on the criteria, spend time as a group discussing what you already have achieved and what your business may need to work on to achieve gold certification. You may wish to bring in community experts to help explain specific concepts.
- Develop a plan and timeline to implement missing strategies or concepts, as well as existing strategies that might need improvement.
- Implement associate training program for new and improved strategies.
- Take pictures as you go.

October

- Divide the management team into smaller groups to begin addressing each individual section of the SBE Certification document. It's helpful if you have a mix of team members who like to write and like to present. This helps when composing the SBE manual and reporting progress back to the entire team.
- Start documenting those strategies that your business is currently using. Each group begins drafting their section of the manual.
- Review progress once a week with your team and DECA Advisor.
- Document the outcomes of any new or improved strategies.
- Keep taking pictures!

November

- Turn in first section-draft to your team editor(s) and DECA Advisor.
- Don't forget those pictures!
- Continue to modify corrected drafts.

December

- Put all sections together into the final document and have the management team proof for the final cut. It's helpful if you have one person formatting the final document.
- Make all corrections and complete one final review as a team.

January

- Go for the Gold! Deliver to DECA Inc.