



# STATE OFFICER CANDIDATE GUIDE

Dear Dedicated FBLA Members:

**CONGRATULATIONS** on your decision to become a State Officer Candidate. While we only have a few coveted positions available, the journey you are about to embark on will truly benefit you and your future. We at Washington FBLA recognize those who seek to serve as a Washington FBLA State Officer as someone who is truly remarkable. Furthermore, we also acknowledge you, the potential candidate, as one of those rare individuals who strive to become the leaders that move our organization to great heights.



Running for and serving as a state officer will be a positive, life-shaping opportunity. This *Washington State Officer Candidate Guide* has been produced to educate you on the Washington FBLA state officer election process. You will find the policies and procedures that will equip you to run a successful campaign. In addition, a job description and a schedule of events that outlines what your year as an officer may look like have been included.

Furthermore, the Washington FBLA Board of Advisers and the Board of Directors believe so strongly in our state officers that for over the past ten years it has provided the Washington State Officer Team with professional leadership coaches. The ultimate goal we have for you as a state officer is to be well trained and equipped so that you can become respected leaders for Washington FBLA, which, in turn, will make you respected leaders in whatever you do.

It has been said that “In order to succeed we must first believe we can.” Washington FBLA believes in you, and we are eager to assist you in running for state office. Please contact any member of the state management team or state officer team for assistance in your quest to become a state leader of Washington FBLA!

Our best wishes for great success now and in the future!

Vin Somasumdam  
State President

Mike Oechsner, MBA, CMP  
Executive Director

Washington FBLA Chapter Advisers:

The Washington FBLA State Officer Program provides tremendous opportunities for students to gain new leadership skills, learn critical thinking, improve their planning and organization skills, become stronger speakers, demonstrate initiative, and much more. In short, it is a unique and valuable experience that we are excited to share with your students.

Along with the considerable benefits that come with being a State Officer, there are important responsibilities that officers accept. We need your help to ensure that students who plan to run for state office are aware of these responsibilities; and, if elected, that both you and they will ensure that those responsibilities are fulfilled.

As an adviser with a candidate and (if elected) a state officer, the expectation is that you will:

- Assist your candidate with completing all required aspects of the State Officer candidate application and review their campaign speech and campaign materials;
- Make a personal commitment to cooperate with the Executive Director, Associate Directors, and State Officer Coach to ensure that your state officer fulfills all of their state officer responsibilities;
- Attend various meetings and functions with your state officer;
- Serve as an ongoing mentor to your state officer;
- Arrange additional time to work with your state officer;
- Review with your State Officer the State Officer Team Program of Work and Accountability Chart to ensure that they are on track and up to date on all assignments;
- Assist with travel arrangements, even traveling with your officer when necessary;
- Edit and review materials and communication before officers submit and distribute them;
- Provide your officer with workspace supplies, telephone access, email access, and any necessary financial support; and
- Assist with the ongoing training of all officers.

By signing the forms included in this Guide, you are making a commitment to your candidate/State Officer and Washington FBLA. Training and directing our state officers is a team effort, and it is essential that the officer's adviser is a part of that team.

Thank you for encouraging your student to step forward and seek a State Officer position with Washington FBLA.

Sincerely,

A handwritten signature in black ink that reads "Mike".

Mike Oechsner, MBA, CAE, CMP  
Washington FBLA Executive Director

## TABLE OF CONTENTS

CANDIDATE POLICY GUIDELINES .....	5
FBLA Election Process .....	5
Elected Offices .....	5
Appointed Offices .....	5
Eligibility Requirements.....	5
Application Process.....	7
Campaigning.....	8
Election.....	9
Campaign Suggestions.....	11
JOB DESCRIPTIONS .....	12
All Officers.....	13
President .....	15
Executive Vice President.....	15
Secretary .....	16
Regional Vice Presidents.....	16
Public Relations Officer .....	17
Parliamentarian.....	17
CANDIDATE APPLICATION COVER.....	18
CANDIDATE INFORMATION RESUME .....	19
CANDIDATE CONTRACT .....	20
CODE OF CONDUCT AGREEMENT.....	24
CODE OF CONDUCT DISCIPLINARY REGULATIONS.....	26
EMERGENCY MEDICAL TREATMENT AUTHORIZATION FORM.....	28
CANDIDATE FINANCIAL STATEMENT .....	29

# CANDIDATE POLICY GUIDELINES

## FBLA Election Process

The chapter adviser is the only person authorized to initiate State Officer candidate proceedings. There are six phases leading to the election of an Washington FBLA State Officer:

1. Complete the “*Future Level*” of the Business Achievement Award Program
2. Complete the application process
3. Complete an interview and be approved to run by a local nomination committee that is facilitated by the local adviser. The interview must occur prior to the application deadline
4. Campaign at the State Business Leadership Conference
5. Election at the State Business Leadership Conference
6. Must successfully complete all phases of the election process

**If elected, state officers and their adviser must attend the state officer transition meeting held after the final awards session on Saturday morning. The meeting will be no more than thirty minutes.**

If there are no candidates available for an office, the Board of Advisers will determine what the next steps shall be.

## Elected Offices

President	8 - Region Vice Presidents
Executive Vice President*	Public Relations Officer
*See <i>Eligibility, #7</i> below	Secretary

## Appointed Offices

Parliamentarian

- Two current State Officers, in conjunction with the State Management Team and two Regional Advisers, will appoint the Parliamentarian based on score from Parliamentary Procedures objective test and interview conducted at SBLC. This position **does not** present a speech or prepare a campaign booth. Candidates **must** follow all other candidate guidelines including orientation and application.

## Eligibility Requirements

1. A candidate must be an active member in good standing of Washington FBLA and National FBLA by March 1 of the current school year. A candidate must be a member of a state approved FBLA chapter and be an active member of that chapter.
2. It is strongly recommended that the candidate have held or be holding an FBLA chapter office or other leadership role in Student Council, school clubs/organizations, or other civic/community organizations. However, this is not a requirement.

3. A candidate may be a freshman, sophomore, or junior. Seniors are not eligible to run for State Office. Candidates must maintain active membership in a local FBLA chapter.
4. A candidate must have earned a GPA of 2.50 (4.00 scale) or better for the term preceding their running for office and must maintain a GPA of 2.50 or greater throughout their term of office if elected. This includes both ensuring their cumulative GPA remains above a 2.5, and that each term's GPA is a 2.5 or better.
5. The term of office will be from the close of the State Business Leadership Conference where the officer is elected to the close of the following State Business Leadership Conference when the newly elected officer team begins their term. The term for officers appointed after the State Business Leadership Conference will be from their date of appointment and will last until the close of the following State Business Leadership Conference along with the rest of the officers.
6. To be eligible to run for a state office each candidate must:
  - Complete the "Future Level" of the Business Achievement Award Program
  - Complete and submit:
    - State Officer Candidate Application
    - Adviser Recommendation Form
    - Future Level application copy (Must submit to Nationals by March 1)
    - Officer Contract
    - Medical Authorization Form
    - FBLA Code of Conduct
  - Attend the State Business Leadership Conference
  - Attend the Officer Candidate Briefing session
  - Give a campaign speech and participate in the caucusing session during SBLC.  
*(Candidates for State President, Executive Vice President, Secretary, and Public Relations Officer will deliver their speech at the Opening Session, and candidates for Region Vice President will deliver their speech at their respective region meetings. Parliamentarian applicants will not deliver a speech.)*
  - Prepare and set up an adviser approved, quality campaign booth at SBLC
  - Follow all election guidelines
7. To be eligible to run for the office of Executive Vice President, the candidate must agree to run a campaign for a position on the FBLA National Officer Team. Failure to run a campaign at the National Leadership Conference will automatically disqualify an individual from serving as Executive Vice President. If elected at the State Business Leadership Conference, candidates for Executive Vice President must work closely with the Executive Director and State Officer Coach in preparing their campaign for the National Leadership



Conference. The national officer deadlines are soon after SBLC, so if running for Executive Vice President, it would be a strong suggestion to have reviewed the national candidate guide prior to SBLC and be prepared to submit the required documents well ahead of the national deadline.

## Application Process

1. Candidates must complete an application and have the contract signed by parents or guardians, adviser, administrator, coaches, and employers (if an employer is applicable). The application and contract must be completed by the candidate and uploaded online by **March 1, 2018**. Each chapter may submit two candidates for each available office.
2. The forms, which must be completed and submitted by the adviser and candidate on or before the received by deadline, are:
  - State Officer Candidate Application Cover (Appx. A)
  - State Officer Information Resume (Appx. B)
  - State Officer Candidate Contract (Appx. C)  
*Approval and support by all parties concerned for the candidate's commitment to office.*
  - FBLA Code of Conduct Agreement (Appx. D)
  - Code of Conduct Disciplinary Regulations (Appx. E)
  - Emergency Medical Authorization Form (Appx. F)
  - State Officer Candidate Financial Statement (Appx. G)
  - Copy of most recently updated academic unofficial transcript
  - Copy of "Future Level" Business Achievement Awards Form  
*Or proof that candidate has completed the "Future Level" of the Business Achievement Award Program.*
3. If there are no candidates for an available office, the Board of Advisers will determine what the next steps shall be.



## Campaigning

1. A candidate may not campaign wearing any official designations of his/her current office (name badge, FBLA patch, officer pin and guard).
2. All campaign materials must be approved by the Executive Director or designee prior to use at the State Business Leadership Conference.
3. The candidate's local adviser must accompany the candidate to the orientation meeting at the State Business Leadership Conference.
4. All candidates will limit out-of-pocket campaign expenditures to \$50. Donations from other sources may be applied to the campaign and are not included in this \$50 sum. Total campaign expenditures cannot exceed \$200.
5. A completed Financial Statement included with this packet must be completed and submitted to **Washington FBLA before campaigning begins.**
6. Each candidate for State President, Secretary, Public Relations Officer, and Executive Vice President will give a prepared campaign speech during the Opening Session at the State Business Leadership Conference.
7. Speeches will proceed in the following order:
  1. Public Relations Officer
  2. State Secretary
  3. Executive Vice President
  4. President
8. Candidates for President, Executive Vice President, Secretary, and Public Relations Officer are allotted two (2) minutes for campaign speeches. All speeches in support of the candidate must be included and completed within the time allotted.
9. Each candidate for a Region Vice President position will give a prepared campaign speech during his or her respective regional meetings. Region Vice President candidates are allowed two (2) minutes to give their campaign speech. All speeches in support of the candidate must be included and completed within the time allotted.
10. An approved quality campaign booth must be set up during the time indicated in the State Business Leadership Conference program. Campaigning booths are provided so that candidates can answer individual delegate questions. Booths must be torn down, and the site cleaned of all trash by the time indicated in the program. Failure to adhere to these posted times could result in disqualification. A table and chair will be provided for each campaign booth. There will not be any electricity available.



11. On-site campaigning by candidates, or their representatives, may not begin before Opening Session. This includes public discussions of your campaign and passing out campaign literature. Campaigning may continue until the beginning of the Voting Session. No campaigning of any form or substance is allowed prior to the close of the Opening Session.
12. Posting or displaying of campaign posters, signs, or any other advertisements is only allowed in the campaign booth area and during the allotted time for campaign booths. Campaign posters, signs, and all forms of campaign advertisements may not be posted or displayed in hotel lobbies, hallways, common areas, etc. These items can only be posted or displayed in the campaign booth area during the campaign booth time indicated in the conference program. Buttons or other items worn and/or carried by individuals are allowed outside the campaign booth area, but they may not be posted, attached, or otherwise displayed outside the campaign area.
13. Campaign materials may NOT BE ATTACHED TO HOTEL WALLS in the campaign booth area (or anywhere else in the hotel). You are encouraged to bring your own easel for displaying information in the campaign booth area; Washington FBLA will not provide them. The hotel will charge you a fee to use one of theirs.
14. Campaigning should concentrate on talking with members and sharing your campaign ideas and goals. Candidates must maintain a professional image and demeanor at all times. Candidates and all those associated with the campaign must dress in line with the FBLA Dress Code when representing candidates.
15. Small music players are allowed while at campaign booths only. Candidates wishing to show a slideshow or other media elements at their booth must contain the media to their table and surrounding area. No electricity will be provided by Washington FBLA and candidates are not allowed to use hotel power for their campaign booths (battery power is acceptable). Candidates must keep all campaign materials contained to their table and surrounding booth area. Campaign materials and activities that are outside the immediate booth area, or that impedes another candidate's booth, will be asked to be removed by the Executive Director. Remember your fellow members are also testing and competing in their events at the same time you are campaigning. Be respectful at all times.
16. No campaigning is allowed during the curfew hours which start at the posted time in the State Business Leadership Conference program and lasts until 6:00 a.m. of the following morning.

## Election

- I. All qualified candidates for state office must attend an Officer Candidate Briefing Session before the conference Opening Session. Those candidates not attending the meeting may be disqualified.

3. All voting delegates *MUST BE IN BUSINESS ATTIRE* and must be seated in their designated areas by the start of the Annual Business Meeting. All voting delegates **MUST** be wearing a voting delegate ribbon. Voting delegates not seated when the Annual Business Meeting begins will not be allowed to cast a vote; no exceptions.
4. The State President will call roll by chapter. Voting delegates are apportioned to each chapter as specified in the Washington FBLA Bylaws. One individual must be present for each vote cast.
5. When the voting begins, voting delegates will have four (4) minutes to caucus with their chapter members, members or delegates of other chapters, or contact candidates. Delegates will have one (1) minute to return to their seats when directed by the presiding officer. Candidates may not initiate contact.
7. Chapter advisers or persons acting in a chapter adviser capacity will not be allowed to participate during the election; however, they are encouraged to observe the election from the back of the room.
8. A secret ballot vote will be taken. The ballot will contain the names of each candidate and the position they are running for. Delegates will only be allowed to cast a vote for candidates seeking the office of President, Executive Vice President, Secretary, Public Relations Officer, and their respective Region Vice President (they cannot vote for candidates for Region Vice President in other regions apart from their own). If only one candidate is running, delegates may choose the abstention vote if they do not want to vote for the candidate. There will **NOT** be a “no” vote option on the ballot. Abstentions will not be counted in the total votes cast.
9. A candidate must receive a simple majority of the votes cast to be declared the winner. If a candidate does not receive a majority of votes cast on the first ballot, then a run-off election will be held between the two (2) candidates receiving the highest number of votes.
10. In case of a run-off election, delegates will have two (2) minutes to caucus with their chapter members, members or delegates of other chapters, or contact candidates. Delegates will have one (1) minute to return to their seats when directed by the presiding officer.
11. Newly elected state officers will be announced and installed during the Awards of Excellence Session.



## Campaign Suggestions

It is never too early to start planning! Make sure you schedule specific tasks that need to be done so that the ideas and plans will be accomplished in a neat and thorough manner. By having a set schedule and sticking to it, all campaign materials will be finished before the date of campaigning, and there will not be a mad rush at the last minute.

Campaigning is what you make of it. Campaign as if you are running against the ideal candidate and give the members your best effort!

- Read thoroughly the Washington FBLA State Officer Candidate Guide to be clear on the campaign regulations and what the duty of each office entails.
- Have a theme that will be easy to build ideas on and which will have a positive, memorable effect on the delegates.
- Integrate the campaign theme throughout the campaign speech.
- Develop a fact sheet or brochure to state the candidate's qualities, ideas, and goals.
- Make posters or other means of catching attention.
- Have the candidate visible and prepared to talk to people and answer questions.
- Have candidates' local chapter members visible at the campaign table to show their support.
- Choose a dependable person from your chapter to serve as your campaign manager. Select a committee to organize your campaign and your campaign table.
- Develop a campaign budget and stick to it.
- Practice your campaign speech in front of others.
- Keep the campaign area clean during your campaign. Failure to pick up all campaign items will result in possible disqualification or closing of campaign tables.
- Develop a list of caucus questions, write down your answers and practice your responses. Consider holding mock caucus with your chapter to prepare for the live session in front of hundreds of members at the State Business Leadership Conference.
- Contact current state officers to learn about what being a state officer is all about, what the state priorities are, and how to best prepare to be successful as an officer.
- Review the Washington FBLA and National FBLA website in order to increase your knowledge of programs and information.



- Remember, no electricity will be supplied for booths. Batteries must power any equipment.
- Get your school and community involved in the campaign. Secure donations, giveaways, and items to use in your campaign.
- Be an awesome local chapter member, participate in state and national projects, and attend events to learn everything about FBLA!



## JOB DESCRIPTIONS

### All Officers

1. Attend all State Officer meetings from start to finish, including meetings conducted via conference call.
2. Plan the Program of Work as a team, and work to achieve the goals and objectives set forth in the Program of Work.
3. Attend all State Officer meetings as outlined below
  - **State Officer Training and Program of Work Meeting—May 20-23 (Black Lake Bible Camp)**
  - **National Leadership Conference/Institute for Leaders—June 27 – July 1 (very strongly encouraged, some financial support provided by State)**
  - **State Officer Meeting—September 20-22 (Spokane)**
  - **Final-SBLC Planning Meeting—January 17-19 (Bellevue)**
  - **State Business Leadership Conference—April 10-13**
  - **President is required to attend the Washington FBLA Board of Adviser Meetings (same date as Officer Meetings) and the Board of Directors Meetings (3 meetings to be scheduled approximately 90 days out)**
  - **Region Vice Presidents are required to attend their Regional Conference—October/November & January/February**
  - **Officer may attend up to two additional Regional Fall Leadership Conferences and up to one additional Regional Winter Leadership Conference (Optional)**
  - **Monthly virtual team meetings**
  - **Other activities may be determined by May Program of Work meeting**
4. Contribute articles to the online newsletter as well as social media content for Twitter, Facebook, and other outlets.
5. Communicate with the President, State Officer Coach, and the State Management Team, on a regular basis. Respond in a timely manner to all emails/voice mails (within 24 hours). Get all official correspondence approved by State Officer Coach before sending to advisers, business leaders, potential sponsors, board members, etc.



6. Read State Officer Handbook (provided once elected) and submit required forms by deadline given when distributed and abide by policies and procedures outlined in the handbook.
7. Complete assignments listed in the Program of Work and Accountability Chart (to be developed with team once elected) as well as any additional state officer assignments received during the year.
8. Submit assignments on time and ensure that all state officer assignments submitted represent your very best work.
9. Be an exemplary member of Washington FBLA at all times by abiding by the Code of Conduct, Dress Code, and officer standards outlined in the State Officer Handbook.
10. Submit a monthly report (fifth of the month report) about local, region, and state FBLA activities participated in (one per month and submitted no later than the fifth of each month).
11. Keep a notebook of all activities during term in office.
12. Prepare transition materials to be shared with your successor at the close of your term in office.
13. Conduct chapter visits and work with assigned chapters to assist with growth and development of the FBLA program.
14. Participate actively and fully as a local chapter member. It is not recommended that state officers also serve as local chapter officers, but they may with approval from the local chapter adviser. State Officers are also chapter members and accountable to their chapter adviser for fulfillment of their chapter duties, abiding by chapter policies, and participating fully in chapter activities. State Officers **MUST** work closely with their chapter adviser on all State Officer assignments and keep their chapter adviser informed of their State Officer activities, assignments, upcoming meetings, and provide their local adviser with a copy of their fifth of the month report at the same time the report is submitted to the State Officer Coach.

## President

1. Coordinate the State Officer Team and help conduct all State Officer meetings.
2. Provide the communication link between the State Officer Team and other state FBLA leadership.
3. Lead the State Officer Team in setting and meeting all goals set in the Program of Work.
4. Encourage State Officer Team to meet assigned deadlines by checking in prior to deadlines, sending reminders to teammates, and offering to assist in completion of assigned tasks.
5. Represent the high school division members at all Washington FBLA Board of Adviser and Board of Trustee meetings.
6. Help in planning all state meetings.
7. Participate with the State Officer Team in other projects as planned.
8. Assist with the communication between Washington FBLA and its sponsors and volunteers.

## Executive Vice President

1. Once elected, present the following for approval/review to the State Management Team: campaign planning, campaign timeline, organization, materials, budget, platform, booth design, speech, Q & A practice, etc. The candidate **MUST** work with the State Officer Coach on all elements of their campaign including submitting all campaign materials, national officer application, campaign plans, documents, speech, platform, etc., to the State Management Team for review and approval prior to finalizing, submitting, or printing material.
2. If elected to national office, all national officer duties will be priority; and duties for the State Officer Team may be purposefully vague. While they will receive a reduced load in recognition of their national officer duties, the Executive Vice President will still be expected to participate in State Officer Team activities, all meetings, and State Officer assignments.
3. Copy State Officer Coach on all official FBLA communication and correspondence in fulfillment of both state and national officer duties. Keep the State Management Team apprised of national officer assignments and progress towards completion of those assignments.
4. If not elected to national office, the Executive Vice President will help the President and Regional Vice Presidents in fulfilling the State Officer Team's Program of Work.

5. Help in planning all state meetings.
6. Participate with the State Officer Team in other projects as planned.
7. Assist with the communication between Washington FBLA and its sponsors and volunteers.

## **Secretary**

1. Care for records of the association.
2. Take minutes of all meetings of the Executive Committee and State Officer Team Calls.
3. Help in planning all state meetings.
4. Participate with the State Officer Team in other projects as planned.
5. Assist with the communication between Washington FBLA and its sponsors and volunteers.

## **Regional Vice Presidents**

1. Assist the Regional Adviser with the Fall and Winter Regional Leadership Conferences, which may include running the general and awards sessions, helping recruit speakers, planning the conference schedule, and other tasks as the Regional Adviser deems necessary.
2. Communicate with the state association on regional and local chapter activities and act as a liaison between the state association and chapters within the region.
3. Coordinate the development of the regional Program of Work.
4. Aid local chapters in developing their Program of Work.
5. Regional Vice Presidents shall actively recruit Washington FBLA members and new chapters.
6. Solicit state officer candidates from the region.
7. Promote Washington FBLA to business and industry within the region.
8. Participate with the State Officer Team in other projects as planned.

## Public Relations Officer

1. Send articles on state activities to be published in the *Tomorrow's Business Leader*.
2. Serve as the primary public relations person for Washington FBLA.
3. Perform other duties for the promotion and development of local, regional, state, and national FBLA.
4. Must have personal and/or school resources that provide access to a digital camera, digital video camera, and editing software and hardware that can be taken to state chapter events.
5. Take digital pictures of Washington FBLA events and activities to be used online and in state publications.
6. Must attend the National Leadership Conference and Regional Fall & Winter Leadership Conferences.
7. Creates the Code of Conduct Video for the State Business Leadership Conference.
8. Coordinate the creation of all promotional materials for Washington FBLA.
9. Serves as the Washington social media guru, updating the Washington FBLA Facebook page, Twitter account, and Instagram. Coordinates posts with other officers and State Officer Coach, ensuring that all accounts are updated on a regular basis.



## Parliamentarian

1. Advise the State President on the orderly conduct of business in accordance with policies and practices of the association and *Robert's Rules of Order, Newly Revised*, most current edition.
2. Help in planning all state meetings.
3. Participate with the State Officer Team in other projects as planned.
4. Assist with the communication between Washington FBLA and its sponsors and volunteers.

## Appendix A: CANDIDATE APPLICATION COVER

**Deadline:**           **March 1, 2018**

**Submission:**       **Upload ALL Forms A through G using the Wufoo link on our Web site ([www.wafbla.org](http://www.wafbla.org)). Information on Appendix A and Appendix B will be entered directly onto the form.**

Student Name (First and Last Name):		Year in School:
Parent/Guardian's (First and Last Name):		Parent/Guardian's Cell #:
Parent/Guardian's (First and Last Name):		Parent/Guardian's Cell #:
Home Address:		Student Date of Birth:
Parent/Guardian's Email Address:		Home Phone #:
Student's Email Address:		Student Cell #:
Adviser Name:	School Name:	
School Address:		
City:	ZIP:	
School Phone:	School Fax:	

**Which state office do you seek?** \_\_\_\_\_

## Appendix B: CANDIDATE INFORMATION RESUME

Candidate Name: \_\_\_\_\_  
Office Sought: \_\_\_\_\_

**PLEASE TYPE** Your responses to the following questions will be published in a "Guide to the Candidates" booklet, which will be distributed to all voting delegates before the Annual Business Meeting for their use in evaluating your qualifications. Be sure to answer all questions completely, but concisely. You may reproduce this form verbatim on a computer, but it **must be limited to one page**.

1. Specifically describe why you wish to become a Washington FBLA State Officer.
2. What qualifications do you have that will make you an excellent State Officer?
3. Describe your participation in FBLA activities on a local, regional, state, and national level.
4. What does FBLA offer to its members that make it necessary for students today to become leaders?
5. What is your vision for the future of Washington FBLA? How will you make this vision happen?
6. How have you helped promote FBLA in your local chapter or community?

## Appendix C: CANDIDATE CONTRACT

Candidate Name \_\_\_\_\_

**Office Seeking:**

- State President
- Executive Vice President (Must run a campaign for National Office at the NLC)
- State Secretary
- State Public Relations Officer
- Region Vice President (Please indicate region name) \_\_\_\_\_
- Parliamentarian

### PURPOSE

Becoming a Washington FBLA State Officer requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility to this leadership training experience. In order for a candidate to be eligible for office, all parties indicated *must* sign this agreement. State officer candidates should understand that, if elected, attendance at all state officer meetings and activities is mandatory and that failure to attend any of these meetings will result in their removal from office, with the exception of emergencies/unsafe traveling conditions. They should also understand that they may be removed from office if in the opinion of the State Management Team they fail to comply with State Officer responsibilities/assignments or participate in activities/conduct, which would reflect negatively on Washington FBLA or the State Officer Team.

### IF ELECTED, THE CANDIDATE AGREES TO (Please Initial)

- Perform to the best of his/her ability the duties of the elected office. (Review the State Officer Job Description section of this packet for a partial listing.)
- Maintain a GPA of 2.5 or better based on a 4.0 scale during their term of office and be willing to provide supporting documentation when requested by State Staff.
- Fully participate in the development and execution of a state Program of Work (goals and objectives). All State Officers will be required to accept assignments for project work, chapter visitations, etc. State Officers are required to submit a written report of activities each month.
- Attend and participate in all meetings (including, but not limited to, state officer meetings, state officer trainings, regional and state conferences) and attest that: "I fully understand the responsibilities and obligations of the position I seek; and, if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the Management Team, State Officer Coach, or the Executive Director, I fail to fulfill my responsibilities and obligations of office, and/or I violate the Washington FBLA Code of

Conduct, I can be removed from office. Should I fail to complete the duties of my office, I will be liable to return to FBLA the amount expended for my participation during my term in office.”

- Agree to authorize Washington FBLA to use the student’s name and likeness (including photographs, video footage, silhouettes, and audio clips) in Washington FBLA’s publications, productions, and their web site for informational, promotional, and other related purposes.
- Participate in **ALL** activities scheduled by the State Management Team of the Washington State Chapter of FBLA. Required scheduled activities include the following:
  - **State Officer Training and Program of Work Meeting—May 20-23 (Black Lake Bible Camp)**
  - **National Leadership Conference/Institute for Leaders—June 27 – July 1 (Very Strongly Encouraged, some financial support provided by State)**
  - **State Officer Meeting—September 20-22 (Spokane)**
  - **Final-SBLC Planning Meeting—January 17-19 (Bellevue)**
  - **State Business Leadership Conference—April 10-13**
  - **President is required to attend the Washington FBLA Board of Adviser Meetings (same date as Officer Meetings) and the Board of Directors Meetings (3 meetings to be scheduled approximately 90 days out)**
  - **All officers are required to attend their Regional Skills Conference—October/November & January/February**
  - **Officers may attend up to two additional Regional Fall Leadership Conferences and up to one additional Regional Winter Leadership Conference (Optional)**
  - **Monthly virtual team meetings**
  - **Other activities may be determined by May Program of Work meeting**

**Please Note:** Every effort is made to schedule so that conflicts do not occur. However, often the dates that are chosen conflict with other local school and personal activities such as proms or playoff games. If you choose to be a State Officer, you will be required to attend all of the scheduled State Officer activities no matter what other conflicts arise. If you are not willing to put FBLA activities ahead of local and personal activities (not including school, family, and religious obligations), please do not apply to be a State Officer.

### **Attention Advisers, Parents, School Officials, and Employers**

The preceding Washington FBLA schedule of required meetings will result in the student missing over 15 school days plus additional days of weekend and vacation time. All expenses for required activities will be reimbursed as the budget permits by the state chapter. Non-required activities may be partially reimbursed upon approval of the Executive Director and Board of Directors.

## **THE PARENTS/GUARDIANS AND EMPLOYER AGREE TO (Please Initial)**

- \_\_\_\_\_ Permit the candidate to participate in all scheduled Washington Chapter of FBLA activities, State Officer meetings, chapter visits, and other official officer duties (please read the candidate agreement above).
- \_\_\_\_\_ Encourage the candidate to take full benefit of the leadership development experience.
- \_\_\_\_\_ Parents/Guardians agree to be responsible for providing/coordinating safe transportation of their officer to and from all State Officer meetings, state conferences, and state sponsored events which their officer is required to attend. (Permission travel forms are required and must be signed by the parent/guardian for each meeting, conference, and event). Required meetings, conferences, and events will be held in various locations throughout the State of Washington during the year so significant travel will be required.
- \_\_\_\_\_ Fully support the student in his or her pursuit of scholastic achievement.
- \_\_\_\_\_ Parents/Guardians understand that it is possible for their student to be removed from office at any time if the student violates the provisions of the State Officer Handbook or acts or conducts themselves in any way that is harmful/detrimental to the State Officer Program or Washington FBLA (each student will receive a copy of the State Officer Handbook after they are elected to office and parents/guardians will be asked to sign a document(s) from the Handbook indicating that they have read and agree to abide by the provisions of the State Officer Handbook).
- \_\_\_\_\_ Agree to authorize Washington FBLA to use the student's name and likeness (including photographs, video footage, silhouettes, and audio clips) in Washington FBLA's publications, productions, and their web site for informational, promotional, and other related purposes.
- \_\_\_\_\_ If the student is elected, permit, and in the case of parents, authorize the student to visit Washington schools and participate in Washington FBLA chapter activities for the purpose of conducting official FBLA State Officer business.
- \_\_\_\_\_ Attend any scheduled Washington FBLA activities when they so desire.

**THE ADVISER AND SCHOOL OFFICIALS AGREE TO (Please Initial)**

- \_\_\_\_\_ Recommend the student as one who is able to fully participate as a State Officer (e.g., there are no academic restrictions that would prevent them from being able to fulfill their officer duties like restrictions on participation in extra-curricular activities, travel, etc.).
- \_\_\_\_\_ Host meetings of the State Officers upon request of the State Management Team.
- \_\_\_\_\_ Ensure the candidate's attendance at all Washington FBLA activities (Please read the candidate agreement on previous page).
- \_\_\_\_\_ Read the Candidate Contract and Code of Conduct and discuss its implications with the student.
- \_\_\_\_\_ Actively support and advise the officer during the performance of their official duties.
- \_\_\_\_\_ Permit the candidate to visit Washington schools and participate in FBLA chapter activities for the purpose of conducting official FBLA State Officer business.
- \_\_\_\_\_ Certify that the candidate has earned a GPA of 2.5 (4.0 base) or better for the term preceding the election and that officer maintains this during their term of office

**CANDIDATE CONTRACT SIGNED**

*Note: This Candidate Agreement is four (4) pages in length.*

Candidate Name \_\_\_\_\_

Candidate Signature \_\_\_\_\_ Date: \_\_\_\_\_

Chapter Adviser Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

High School Principal \_\_\_\_\_ Date: \_\_\_\_\_

High School Guidance Counselor \_\_\_\_\_ Date: \_\_\_\_\_

Fall Athletic Coach \_\_\_\_\_ Date: \_\_\_\_\_

Winter Athletic Coach \_\_\_\_\_ Date: \_\_\_\_\_

Spring Athletic Coach \_\_\_\_\_ Date: \_\_\_\_\_

Summer Athletic Coach \_\_\_\_\_ Date: \_\_\_\_\_

Employer(s) \_\_\_\_\_ Date: \_\_\_\_\_

Employer(s) \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** If the candidate changes schools, jobs, and/or sports at any time during their state officer year and signatures above are not complete and current; this document must be signed again and resent to Washington FBLA.

## Appendix D: CODE OF CONDUCT AGREEMENT

***This Code of Conduct is applicable throughout the officer's term of office for all FBLA events, activities, meetings, and conferences.***

FBLA, as an integral part of the Business Education programs in Washington, offers training to students with career objectives in business and office occupations. Because individual conduct and appearance is a phase of this training, it becomes the responsibility of all delegates to conduct themselves in a proper, businesslike manner at all times from the time they leave home until they return home.

Attendance at any FBLA sponsored conference or activity is a special privilege. Knowing that any organization is judged largely by the behavior of its individual participants, the following Code of Conduct is to be subscribed to by members, guests, and advisers who attend any FBLA conference or sponsored activity:

- All chapter members attending the FBLA Leadership Conferences are required to attend all sessions of the conferences, unless previously arranged by chapter advisers according to District policy.
- All persons shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, their home, their friends, the conference, or upon the FBLA organization.
- Attendants are guests using the facilities; special care should be taken to not deface or destroy any property. Individuals who inflict damage to the hotel rooms or the building will be held liable for any costs incurred for repair.
- Dress regulations established for the conference shall be business attire. Conservative sportswear will be appropriate in specifically designed situations. Delegates shall abide by the dress code established by the Washington and National Board of Directors for all state functions. Delegates not adhering to the dress code shall not be admitted to the functions listed above. Read conference packets for specific instructions.
- Curfew regulations shall be interpreted to mean that each person shall be in his/her hotel room by the published curfew. Each delegate shall remain in his/her room until 6:00 a.m. the next morning. No chapter activities will occur after curfew. It is the responsibility of advisers to enforce curfew with the assistance of security personnel; regardless of the number of delegates a chapter brings to a conference, it is imperative that each adviser personally supervise hotel hallways for the first ½ hour after curfew.
- Student delegates shall: 1) keep their adult advisers informed of the specific activities and whereabouts at all times; 2) not use their own cars or ride in cars belonging to others during the conference, unless otherwise approved by the local district adviser; 3) not engage in dating or other activities with non-conference students except if pre-approved by school; 4) not participate in inappropriate, lewd behavior or any sexual activities; 5) leave room door wide open and/or have Adviser/Chaperone present when meeting with members of the opposite sex in the same room; 6) not partake in hazing activities.
- No alcoholic beverages, illegal drugs, or tobacco in any form shall be possessed or used at any time or under any circumstances on public or private properties. Use or possession of such substances may subject the student delegate to criminal prosecution.
- School district policy shall be in effect for adviser/adult ratio during all Washington FBLA activities. If a district does not have a policy, a ratio of 10 students to 1 adviser/adult will be in effect.
- Identification badges are to be worn at all times throughout the conference. For security reasons, delegates should not wear name badges while away from the conference facilities and functions.
- Student delegates are not permitted to leave conference facilities without the approval of their adviser.
- Advisers are responsible for taking all reasonable precautions to ensure the safety of their student delegates at all FBLA functions and must be readily available in case of an emergency.



- Delegates shall respect and abide by the authority vested in the Washington Board of Trustees.
- No adviser should accept responsibility for a student delegate from another school without a written agreement between the administrations of the two schools. That agreement should be attached to the registration forms. No student delegates will be accepted without an adviser listed or a written agreement attached.
- Adult student delegates shall abide by the rules and regulations for a minor student delegate.
- Serious misconduct shall be reported to the adviser, principal, parents, and, if necessary, the proper authorities. Any further disciplinary action will be determined by board action and may result in up to one calendar year of ineligibility.
- Advisers are responsible for the supervision of conduct. Student delegates who disregard the Code of Conduct will be subject to disciplinary action, and may be sent home at their own expense and will be disqualified from competitive awards or withdrawn from office, if applicable. Parents and/or school district officials will be notified.
- It is agreed that, upon violation of the Code of Conduct, the violators may be asked to vacate their hotel rooms and withdraw from the conference activities by the proper FBLA authorities.

Advisers are responsible for the supervision of delegate conduct. The delegate’s adviser and Washington FBLA Executive Director shall first discuss serious Washington FBLA Code of Conduct violations. Delegate’s parents, school principal, and, if necessary, the proper authorities will then be notified.

Student delegates who are guilty of misconduct will be subject to disciplinary action; a delegate may be: 1) asked to vacate his/her hotel room immediately and sent home independently from other chapter delegation members resulting in additional travel expenses to the delegate and the delegate’s parents; 2) disqualified from competitive awards; and 3) if applicable, removed from office. Anyone being in the willful companionship of another person violating the FBLA Code of Conduct will also be subject to disciplinary action.

Upon a violation occurring, parents/guardians will be notified that their child is being sent home. It is understood that parents will be available to pick up their child and/or willing to pay additional travel expenses incurred by their child from the hotel to the bus station and/or airport (example: taxi), extra bus fare and/or airfare required to travel home, and transportation charges from the bus station and/or airport terminal to their home. Parents, if necessary, will be liable for adviser expenditures resulting from accompanying their child to his/her departure location. Any further disciplinary action will be determined by the Washington FBLA Board of Advisers and may result in up to one calendar year of ineligibility.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Home Phone \_\_\_\_\_

Parent/Guardian Cell Phone \_\_\_\_\_

Parent/Guardian Work Phone \_\_\_\_\_

*\*\*Some final round events could be filmed and distributed to other schools for educational purposes. In addition, photos of your child could be taken and displayed. If you do not want your child filmed or photographed, please check this box.\*\**

## Appendix E: CODE OF CONDUCT DISCIPLINARY REGULATIONS

Violation of the Code of Conduct is a serious matter. Members can and should be sent home or disqualified from competition if they break the contract. If an adviser is aware of any violation of the Code of Conduct, they must enforce the consequences and inform the Executive Director or designee representative; i.e., security coordinator. Advisers are responsible for disciplining member in accordance with the deed or using the guidelines below for major infractions.

### I. Use or possession of drugs/alcohol

*Adviser:*

- a. Student sent home. Please note: A student who is present when drugs/alcohol are being used is subject to the same consequence
- b. Adviser will notify parent and school administration of action
- c. Adviser to take any additional action recommended by school administrator
- d. Notify Executive Director of actions taken and any instructions given by authorities

*Executive Director in conjunction with the Board of Directors Chair:*

- a. Disqualification from conference and/or award
- b. Chapter is subject to disqualification from “Chapter of the Year” if applicable

### 2. Curfew

*Adviser:*

- a. Your students are expected to be in their own rooms at curfew. Please note: Any student(s) caught in the halls after state curfew may be disqualified and sent home

*Executive Director in conjunction with the Board of Directors Chair:*

- a. Depending on circumstances student(s) in violation of the stated curfew may be sent home
- b. The student may be disqualified from the previous day's events
- c. The chapter may be subject to disqualification from “Outstanding Chapter” if applicable

### 3. Stealing/Shoplifting

*Adviser:*

- a. Student(s) sent home
- b. Adviser will notify parent and school administration of action
- c. Adviser to take any additional action recommended by school administrator
- d. Notify Executive Director of action taken and any instructions given by authorities

*Executive Director in conjunction with the Board of Directors Chair:*

- a. Disqualification from conference and/or award
- b. Chapter is subject to disqualification from “Outstanding Chapter” if applicable

**4. Vandalism** (including pulling fire alarms and throwing anything out of the windows)

*Adviser:*

- a. Student who intentionally vandalizes is sent home
- b. Adviser will notify parent and school administration of action
- c. Adviser to take any additional action recommended by school administrator
- d. Notify Executive Director of actions taken and any instructions given by authorities

*Executive Director in conjunction with the Board of Directors Chair:*

- a. Disqualification from conference and/or award
- b. Chapter is subject to disqualification from “Outstanding Chapter” if applicable

**5. Cheating**

*Adviser:*

If an adviser has direct awareness of cheating by student(s), the information is made known to the issues committee immediately

If a student is determined to be cheating the adviser will:

- a. Student(s) sent home
- b. Adviser will notify parent and school administration of action
- c. Adviser to take any additional action recommended by school administrator

*Executive Director conjunction with the Board of Directors Chair:*

- a. Disqualification from conference and/or award
- b. Chapter is subject to disqualification from “Outstanding Chapter” if applicable

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chapter Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Appendix F: EMERGENCY MEDICAL TREATMENT AUTHORIZATION FORM

Name of Student: _____	Date: _____
Home Address: _____	Home Phone: _____
Parent/Guardian Daytime Phone Number: _____	Evening Number: _____
Name of High School: _____	School Phone: _____
Name of Activity: <b>All FBLA Sponsored Activities—April 2018 – April 2019</b>	
Adviser(s) in Charge: _____	

This is to certify that the above-named student has my permission to attend all Washington FBLA sponsored activities for the 2018-2019 School Year. I also do hereby, on the behalf of the above-named delegate absolve and release Washington FBLA, the school officials, the FBLA chapter advisers, conference staff, and Washington FBLA staff from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the FBLA sponsored activity.

I authorize the above-named adviser or the Washington FBLA staff to secure the services of a doctor or hospital for the above named delegate. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs. I also understand that the chapter adviser determines the criteria at the local site, for individual students and alumni to attend and participate at all FBLA activities.

We have read and agree to abide by the supplied Washington FBLA Conduct Code. Should a Conduct Code violation occur, law enforcement personnel and/or security may be called to assist, and a Conduct Code Committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their family's expense and/or be removed from office if in an officer status. If the delegate is sent home, reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

<b>Medical Information</b>	
Known allergies (drug or natural) _____	
Is student on special medication? (If so, please list) _____	
Does student have a history of: <input type="checkbox"/> heart condition, <input type="checkbox"/> asthma, and/or <input type="checkbox"/> epilepsy? _____	
Does your student have any physical restrictions or other conditions that should be known? (If so, please list) _____	
Student's Date of Birth: _____	
Family Physician: _____	Phone: _____
Insurance Company: _____	Policy Number: _____

Student Signature: _____	Date: _____
Parent/Guardian Signature: _____	Date: _____
Chapter Adviser Signature: _____	Date: _____
School Official Signature: _____	Date: _____

## Appendix G: CANDIDATE FINANCIAL STATEMENT

Name: \_\_\_\_\_

Office Seeking: \_\_\_\_\_

REVENUE (cash)	
<i>Source</i>	<i>Amount</i>
<b>REVENUE TOTAL</b>	

DONATED ITEMS (material items)			
<i>Item</i>	<i>Quantity</i>	<i>Value per Item</i>	<i>Total Value</i>
			\$
			\$
			\$
<b>DONATED ITEMS TOTAL</b>			

<b>Total Revenue + Donated Items</b>	
--------------------------------------	--

Expenses			
<i>Item (must submit receipt)</i>	<i>Quantity</i>	<i>Cost per Item</i>	<i>Total Cost</i>
			\$
			\$
			\$
<b>EXPENSES TOTAL</b>			

<b>CAMPAIGN NET COST</b>	
--------------------------	--