

Washington



**STATE OFFICER CANDIDATE
GUIDE
2023-2024**



Dear Dedicated FBLA Members:

Congratulations on your decision to become a State Officer Candidate! The journey you are about to embark on will be one of the most impactful and eye-opening leadership experiences you will have within FBLA. Washington FBLA recognizes State Officer Candidates as outstanding members who not only aim to unite our organization as **One Association** with their leadership, but also emphasize FBLA's three core values, **Service, Education, and Progress**, when creating powerful membership experiences. You are one of those rare individuals who dreams big and strives to move our organization to great heights, and we are so proud and excited to follow along your journey. When I made my transition to lead our organization, I transformed from an opportunity seeker to an opportunity provider, from an individual with goals to an ambitious leader who acts. I am confident that this journey will also bring about a similar sense of growth within you and be a life-shaping opportunity.

This State Officer Candidate Guide has been produced to share more information regarding the Washington FBLA state officer election process. In this guide are all the policies and procedures that will equip you to run a successful campaign, as well as job descriptions and a schedule of events that outline what your year as an officer may look like. The appropriate state officer forms and rubrics will help prepare you for a successful campaign. Serving my second term as a state officer, I've experienced the virtual and in-person campaign journey you are about to embark on. So, as a token of advice, make sure you closely read each page of this guide to understand the changes for this year, and put in your best effort while preparing to campaign at our State Business Leadership Conference this year!

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 a respected leader in whatever you do.

It has been said that "In order to succeed, we must first believe we can." Where there's a will, there is always a way, as long as you believe. Washington FBLA believes in you, and we are both eager and excited to assist you in running for a state office position. Please contact me or any member of the state management team or state officer team for assistance in your journey to become a state leader of Washington FBLA, we are always a message or email away!

As always, we encourage and trust that you practice ethical, community-minded leadership in your state officer campaign. For my last word of advice, throughout your preparations to run for state office, keep this in mind: *"Leadership is not a position or title. It is action and example."*

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

Cindy Chen
Washington State President

Table of Contents

| | |
|--|----|
| CANDIDATE POLICY GUIDELINES | 1 |
| FBLA Election Process | 1 |
| Elected Officers | 1 |
| Appointed Officers | 1 |
| Selection Elements | 2 |
| Eligibility Requirements | 3 |
| IS RUNNING FOR STATE OFFICE RIGHT FOR ME? | 5 |
| JOB DESCRIPTIONS | 6 |
| All Officers | 6 |
| President | 8 |
| Executive Vice President | 8 |
| Secretary | 9 |
| Regional Vice Presidents | 9 |
| Public Relations Officer | 9 |
| Parliamentarian | 10 |
| Alumni & Business Relations Vice President | 10 |
| Middle School Vice President | 10 |
| APPLICATION PROCESS | 11 |
| OVERVIEW | 11 |
| STEP 1: CANDIDATE INFORMATION CALL (Optional) | 12 |
| STEP 2: CANDIDATE APPLICATION FORMS | 12 |
| STEP 4: CAMPAIGNING | 13 |
| STEP 5: CANDIDATE SCREENING INTERVIEW | 14 |
| STEP 6: CANDIDATE BRIEFING MEETING | 14 |
| CAMPAIGN RULES | 15 |
| CAMPAIGN SUGGESTIONS | 17 |
| ELECTION PROCESS | 18 |
| APPLICATION & ELECTION TIMELINE | 19 |
| Campaign Timeline for Candidates | 19 |
| STATE OFFICER CANDIDATE FORMS | 20 |
| REQUIRED APPLICATION MATERIALS | 20 |
| <input type="checkbox"/> State Officer Candidate Application Cover (Appendix A)..... | 20 |



| | |
|---|----|
| Appendix A: CANDIDATE APPLICATION COVER | 21 |
| Appendix B: CANDIDATE QUESTIONNAIRE..... | 22 |
| Appendix C: CANDIDATE CONTRACT | 23 |
| Appendix D: CODE OF CONDUCT AGREEMENT | 27 |
| Appendix E: CODE OF CONDUCT DISCIPLINARY REGULATIONS | 29 |
| Appendix F: EMERGENCY MEDICAL TREATMENT AUTHORIZATION FORM | 31 |
| Appendix G: CANDIDATE FINANCIAL STATEMENT | 32 |
| STATE OFFICER CANDIDATE RATING SHEETS | 33 |
| State Officer Candidate Interview Rating Sheet | 34 |
| State Officer Candidate Questionnaire Rating Sheet | 35 |

CANDIDATE POLICY GUIDELINES

FBLA Election Process

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

1. Complete the application process by the required deadline
2. Complete an interview with the WA FBLA State Officer Candidate Screening Committee
3. Participate in all campaign and election activities at the State Business Leadership Conference
4. Election during the State Business Leadership Conference

If elected, there is a required State Officer Orientation Meeting held after the final awards session at SBLC on Saturday morning. The meeting will last 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 Officers

The following State Officers shall be elected annually at the State Business Leadership Conference by the state chapter voting delegates. The election will be determined by the scores for application materials and interview, a candidate commercial, and the votes cast.

- President
- Executive Vice President*
**See Eligibility, #8 below*
- Middle School Vice President
- Eight (8) Region Vice Presidents
- Public Relations Officer
- Secretary

Appointed Officers

Nominees for the appointed positions shall follow the same application process as elected officers, with materials due by the published deadline. The selected candidates will be announced at the Installation Ceremony.

Vice President of Alumni and Business Relations

- The selection team will appoint the Vice President of Alumni and Business Relations officer based on application materials 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 officer orientation at SBLC and application process as elected officers, with materials due by the published deadline.

Parliamentarian

- The selection team will appoint the Parliamentarian based on application materials, 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 officer orientation at SBLC and application process as elected officers, with materials due by the published deadline.

Selection Elements

There are three elements considered in the selection of WA FBLA State Officers. Combined scores will be used to select qualified candidates as follows:

25% Application Materials

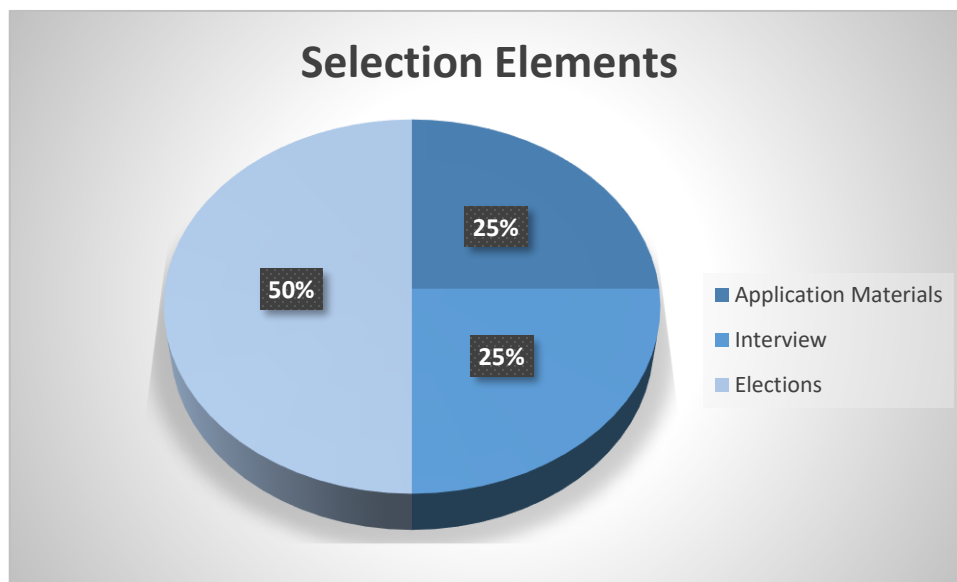
The applications are judged based on the application rubric. Applicants are encouraged to concentrate on accuracy, completion, and professionalism when preparing their application.

25% Interview

Interviews are conducted by the interview committee using the interview rubric. A tie is broken based on interview scores.

50% Elections

Campaigning and elections take place during SBLC. Elections are based on the votes cast by the voting delegates present.



Eligibility Requirements

The following outlines the minimum requirements that must be met in order for Washington FBLA to accept a member for State Officer Candidacy. To be eligible for state office, the following criteria must be met:

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 entering seventh or eighth grade for the Middle School Vice President position; or a freshman, sophomore, or junior for all other positions. 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 officer team.
6. To be eligible to run for a state office, each candidate must complete and submit all forms and documentation and must complete each step of the election process outlined in this guide.
7. Attend the State Business Leadership Conference.
8. 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.
9. Attend the Officer Candidate Briefing Session held at SBLC.
10. Give a one-minute campaign speech and participate in the caucusing session during SBLC.

(Candidates for State President, Executive Vice President, Secretary, Public Relations Officer, and Middle School Vice President will deliver their speech at the Opening Session, and candidates for Region Vice President will deliver their speech at their respective region meetings. Parliamentarian and Vice President of Alumni and Business Relations applicants will not deliver a speech.)

11. Prepare and set up an adviser approved, quality campaign booth at SBLC
12. Follow all election guidelines
13. To be eligible to run for the office of Middle School Vice President, the candidate must agree to the following in addition to the requirements listed in this section:
 - a. Have at least one full year remaining in his/her business-related coursework.
 - b. Be recommended by the chapter adviser and endorsed by his/her local chapter
 - c. Attend all required state officer meetings and activities
 - d. Have access to the Internet and email at school and at home
 - e. Have a source of mobile communication, including the ability to send/receive text messages, answer calls, and or emails

IS RUNNING FOR STATE OFFICE RIGHT FOR ME?

The opportunities provided to state officers are tremendous, and many state officer alumni consider their time as an officer as a pivotal experience in their life. Along with the opportunities and benefits of being an officer comes many important responsibilities. Take the opportunity to carefully consider your decision to run for state office and what it requires.

The average state officer will spend five to ten hours a week working on state officer projects and responsibilities. Prior to state officer meetings, conferences and FBLA events, the amount of time required tends to spike as officers finalize preparations and polish up projects. It is important to realize that although academics remain the number one priority, you will not be able to fall behind in your responsibilities as an FBLA officer. You are required to participate in the team decision making process, perform your assigned tasks, and attend all required conferences and events.

If you are elected, you are required to attend conferences, officer meetings, and FBLA events throughout the year, these will occur either in person or virtually. You are not allowed to leave early, arrive late, or miss any parts of these events (except in the case of an extreme emergency). State officers have had to miss big games, dances, trips, etc., because these activities conflicted with state officer responsibilities. The expectation is that your state officer responsibilities and commitments take priority, after your academics.

Please carefully review the documents and information in this guide to ensure you fully understand what is expected/required of you as a state officer if you are elected.

If you are willing to make this commitment, and you are the type of person that has the drive to succeed and the encouragement and dedication to get the job done, an FBLA office is definitely for you. If you are unsure, you may want to speak with your adviser to see if running for a state officer is the right decision for you. If you decide to run for office, be assured that holding state office will be one of the most memorable experiences of your life, and one of the most effective career preparation experiences you can have while in high school.



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 21-24, 2023**
 - **National Leadership Conference/Institute for Leaders—June 25 – June 30 (very strongly encouraged, some financial support provided by State)**
 - **State Officer Meeting— September 17-19, 2023 (Spokane)**
 - **Final-SBLC Planning Meeting—December 14-16 (Bellevue)**
 - **State Business Leadership Conference—April 24-27 (Spokane)**
 - **President is required to attend the Washington FBLA 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**
 - **Monthly virtual X-Core meetings**
 - **Other activities as determined by State Officer Training Program of Work meeting in May**
4. Contribute 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 Directors 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. The Executive Vice President will organize and run a campaign for election as a national officer. This is required for those elected to serve as the Executive Vice President.
2. 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.
3. 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.
4. 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.
5. 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.
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.

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.

Alumni & Business Relations Vice President

1. Promote Washington FBLA to business and industry within the state.
2. Utilize alumni database to create opportunities for alumni to participate in FBLA events.
3. Produce a monthly alumni publication.
4. Plan a total of four (4) alumni events during the course of the year.
5. Participate with the State Officer Team in other projects as planned.

Middle School Vice President

1. Assist the State Officer Team with the promotion and development of WA FBLA middle school programs and opportunities.
2. Participate with the State Officer Team in other projects as planned.
3. Communicate with the state association on regional and local chapter activities and act as a liaison between the state association and middle school chapters within the region.
4. Coordinate the development of the regional Program of Work.
5. Aid local chapters in developing their Program of Work.
6. Actively recruit Washington FBLA middle school members and new chapters.
7. Solicit state officer candidates from the region.
8. Promote Washington FBLA to business and industry within the region.
9. Participate with the State Officer Team in other projects as planned.

APPLICATION PROCESS

OVERVIEW

To be an eligible candidate for state office, the following steps **MUST** be completed:

1. Candidates must complete all online forms, including necessary signatures from your adviser and other parties listed in the Forms Section of this document by the application deadline of 11:59 p.m. on March 6, 2023.
2. Attend the Candidate Briefing Meeting at SBLC on April 19 at 4 p.m.
3. Review this guide in its entirety and comply with the stated guidelines and requirements.
4. Any missing application materials and/or lack of attendance at required events will result in a candidate being disqualified.



STEP 1: CANDIDATE INFORMATION CALL (Optional)

To learn more about running for office, potential candidates are invited to attend the online Candidate Information Call. Please be dressed in appropriate business casual attire; i.e., FBLA polo, button up collared shirt, dress blouse, etc.). Information on date and time will be included in the “Application Timeline” section below.

STEP 2: CANDIDATE APPLICATION FORMS

All forms listed in the State Officer Candidate Forms section of this document along with supporting documents must be completed and submitted on or before the deadline. Forms are also available on the WA FBLA Web site. If you have any questions regarding the application, please contact the Washington FBLA state officer leadership coach at tiffany@wafbla.org.

Online Application Instructions

1. Download and print the forms in this Candidate Guide.
2. Complete the forms/gather documents that need to be included in your online application. Some of the forms require signatures from other parties, including parent(s)/guardian(s), local chapter adviser, principal, CTE director, and (if applicable) work supervisor and coaches.

The additional documents/files you need to complete include:

- a. One Page Resume
 - b. High School Transcript
3. Scan your documents to PDF files that you can upload to the online application.
 4. Go to <https://wafbla.org/state-officer-application/> to access the online application. Complete the online form and upload your PDF documents. Then submit your application online.
 5. Once the application is submitted, you will receive an email confirmation that your application was received. If you do not receive an email confirmation with a copy of your application, please email tiffany@wafbla.org to ask for assistance.



STEP 4: CAMPAIGNING

Campaigns for State President, Executive Vice President, Secretary, Public Relations Officer, Region Vice Presidents, and Middle School Vice President must follow the guidelines listed below when developing campaign booths, materials, etc.:

1. Candidates for President, Executive Vice President, Secretary, Public Relations Officer, and Middle School Vice President are allotted one (1) minute for campaign speeches, which will be given at the Opening Session. All speeches in support of the candidate must be included and completed within the time allotted.
2. 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 one (1) minute to give their campaign speech. All speeches in support of the candidate must be included and completed within the time allotted.
3. 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.
4. 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 opening of the virtual voting session. No campaigning of any form or substance is allowed prior to the close of the Opening Session.
5. 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.
6. 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.
7. Food/food-related items or drink/drink-related items may **NOT** be offered as part of your campaign.
8. Campaigning should concentrate on talking with members and sharing your campaign ideas and goals. Candidates must always maintain a professional image and demeanor. Candidates and all those associated with the campaign must dress in line with the FBLA Dress Code when representing candidates.

9. 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.
10. 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. No campaigning is allowed prior to the Campaigning Window, which begins at the commencement of the Opening Session of the State Business Leadership Conference on April 20. Campaigning outside of your local FBLA Chapter prior to this campaigning window is not allowed. This includes any creation, promotion, and outreach from any social media platforms, websites, chapter visits, emails, phone calls, etc.

STEP 5: CANDIDATE SCREENING INTERVIEW

All applicants will participate in a virtual interview prior to SBLC. The Screening Committee will be comprised of the State Officer Coach, one Regional Adviser, two current State Officers, and one adviser (for Region Vice President interviews, the adviser needs to be from that region). Applicants will be asked a variety of questions, which may include, but are not limited to, qualifications for office, leadership experience, duties and time commitments required to be an officer. Failure to participate in an interview may result in immediate disqualification.

The interview makes up 25% of the overall score for all candidates. The interviews are judged based on the application rubric (See the State Officer Candidate Rating sheets at the end of this packet for the interview rubric). Interviewers are encouraged to concentrate on candidate's poise, conduct, sincerity, and overall impression at the interview.

Scheduling information for interviews will be sent out with the acceptance letter after the submission deadline. Local chapter advisers are welcome, but they are not required to attend the interview.

STEP 6: CANDIDATE BRIEFING MEETING

All qualified candidates for state office are required to attend the Officer Candidate Briefing Meeting, which will be held prior to the conference Opening Session. Please be dressed in appropriate business attire. Information on date and time are included in the "Application Timeline" section below.

Those candidates not attending the meeting may be disqualified.

CAMPAIGN RULES

1. All campaign materials must be in good taste. All campaign materials must be approved by the Executive Director or designee prior to use during the State Business Leadership Conference.
2. To ensure a fair playing field for campaigns there is a \$500 limit on campaign spending (for booths, promotional materials, giveaways, raffle items, decorations, etc.) This includes in-kind donations. Candidates may not spend more than \$500 on their campaign or have more than \$500 of items donated or any combination of the two that exceeds \$500 total. Prices of donated items are to be fair market value and candidates must be prepared to submit receipts documenting their expenditures/donations. Fair market value is to be determined based on what a reasonable person would expect to pay for an item when looking to purchase it and what a reasonable seller would be willing to sell it for. For example, indicating that a brand-new iPad was donated to be used as a raffle item and the fair market value of the iPad was \$100 would be unreasonable.
3. Each candidate will bring a final Campaign Expense Report to the Officer Candidate Briefing Session prior to the Opening Session at the State Business Leadership Conference at which they are campaigning to ensure candidate adhered to the \$500 spending limit. The final report should show any changes from the original report submitted with your application.
4. A candidate may not campaign wearing any official designations of his/her current office (name badge, FBLA patch, officer pin, and guard).
5. The candidate's local adviser must accompany the candidate to the Candidate Briefing meeting prior to the Opening Session of the State Business Leadership Conference.
6. 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.
7. 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.
8. Speeches will proceed in the following order:
 - a. Middle School Vice President
 - b. Public Relations Officer
 - c. State Secretary
 - d. Executive Vice President
 - e. President
9. Candidates for President, Executive Vice President, Secretary, Public Relations Officer, and Middle School Vice President are allotted one (1) minute for campaign speeches. All speeches in support of the candidate must be included and completed within the time allotted.

10. 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 one (1) minute to give their campaign speech. All speeches in support of the candidate must be included and completed within the time allotted.
11. 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.
12. 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 opening of the virtual voting polls. No campaigning of any form or substance is allowed prior to the close of the Opening Session.
13. 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.
14. 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.
15. Food/food-related items or drink/drink-related items may NOT be offered as part of your campaign.
16. 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.
17. 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.

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.
- 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!



ELECTION PROCESS

1. 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.
2. All voting delegates **MUST** be wearing a voting delegate ribbon and must show this ribbon to submit their ballot. One individual will cast one vote.
3. Voting delegates are apportioned to each chapter as specified in the Washington FBLA Bylaws.

| Chapter Membership | No. Voting Delegates per Chapter |
|--------------------|----------------------------------|
| 1-50 Members | 2 Voting Delegates |
| 51-100 Members | 3 Voting Delegates |
| 101+ Members | 4 Voting Delegates |

4. Voting delegates should report to the location listed in the conference app to pick up their voting login information .
5. Before the voting begins, voting delegates need to be sure they caucus with their chapter members.
6. Chapter advisers or persons acting in a chapter adviser capacity will not be allowed to participate in the voting.
7. A secret ballot vote will be taken via election software during the times listed in the conference schedule. The electronic 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, Middle School Vice President, 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.
8. Follow all election guidelines.
9. Newly elected state officers will be announced and installed during the Awards of Excellence Session.



APPLICATION & ELECTION TIMELINE

Campaign Timeline for Candidates

- February 15 | Candidate Information Call @ 6 p.m. [Preferred]
- March 6 | Application Deadline
- March 27-31 | Candidate Interviews [Required]
- April 19 | Candidate Briefing Meeting @ 4 p.m. [Required]
- April 20 | Candidate Campaign Booths Open @ 9 a.m. and Close @ 11 a.m. [Required]
- April 20 | Question and Answer Caucus Session [Required]
- April 21 | Virtual Polls Open
- April 21 | Virtual Polls Close
- April 22 | Results Announced during State Officer Installation Ceremony during Awards Session

STATE OFFICER CANDIDATE FORMS

The forms on the following pages must be submitted for a candidate's application to be complete. Any missing forms will result in the disqualification of the candidate. Please ensure all requested information is provided and that each form is complete and contains all requested signatures. A confirmation email will be sent once all forms have been received. All forms must be scanned and uploaded at the time of online application.

REQUIRED APPLICATION MATERIALS

- State Officer Candidate Application Cover (Appendix A)
- State Officer Candidate Questionnaire (Appendix B)
- State Officer Candidate Contract (Appendix C)
Approval and support by all parties concerned for the candidate's commitment to office.
- FBLA Code of Conduct Agreement (Appendix D)
- Code of Conduct Disciplinary Regulations (Appendix E)
- Emergency Medical Treatment Authorization Form (Appendix F)
- State Officer Candidate Financial Statement
Each candidate will submit a campaign budget estimate with their online application. Candidates will also submit a final campaign expense report at the Candidate Briefing Session using the same form.
- Academic Unofficial Transcript (Most recently updated)

Upload ALL Forms A through G using the link on our Web site (www.wafbla.org). Information on Appendix A and Appendix B will be entered directly onto the online form.

STATE OFFICER CANDIDATE APPLICATION DEADLINE

All applicants must meet this deadline, no exceptions.

March 6, 2023

All materials submitted online by 11:59 P.M.

Appendix A: CANDIDATE APPLICATION COVER

COMPLETE ONLINE FORM.

Please answer all questions completely, but concisely on the online 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: | Adviser Email: | |
| School Name: | | |
| School Address: | | |
| City: | ZIP: | |
| School Phone: | School Fax: | |

Which state office do you seek? _____



Appendix B: CANDIDATE QUESTIONNAIRE

COMPLETE ONLINE FORM.

Please answer all questions completely on the online form. Answers should be a minimum of 3 sentences long. Your answers from this questionnaire will be included on your Campaign Portfolio as part of your campaign materials.

1. Specifically describe why you wish to become a Washington FBLA State Officer.
2. What qualifications/skills do you have that will make you an excellent State Officer?
3. Describe your participation in FBLA activities on a regional, state, and national level.
4. Describe your most significant accomplishment or recognition that is NOT FBLA-related. Why is it important to you and what has it taught you?
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

PRINT & SUBMIT THIS FORM.

Please answer all questions completely, but concisely on the following form.

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) _____
- Vice President of Alumni and Business Relations
- Parliamentarian
- Middle School Vice President

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.
- Pay my WA FBLA membership dues by October 20.
- Participate in **ALL** activities scheduled by the State Management Team of the Washington State Chapter of FBLA. Required scheduled activities include the following:

REQUIRED EVENTS

| | |
|---|--|
| May 21-24, 2023 | Washington CTSO State Officer Leadership Training |
| June 2023 | National Leadership Conference <i>Strongly Encouraged, some financial support provided by WA FBLA</i> |
| September 17-19 | WA FBLA Fall Leadership Retreat (<i>Spokane</i>) |
| December 14-16 | WA FBLA Winter Leadership Retreat (<i>Bellevue</i>) |
| President is required to attend the Washington FBLA Board of Directors Meetings (3 meetings to be scheduled approximately 90 days out). | |
| October/November January/February | Regional Leadership Conferences <i>Officers are required to attend their Regional Leadership Conferences. Officers may attend up to two additional Regional Fall Leadership Conferences and up to one additional Regional Winter Leadership Conference (Optional)</i> |
| April 24-27, 2024 | State Business Leadership Conference (Spokane) |

ADDITIONAL EVENTS

- The State President is required to attend the WA FBLA Board of Directors Meetings (3 meetings to be scheduled approximately 90 days out) to be held in May, August, and December; and weekly meetings with the officer coach.
- All State Officers are required to attend virtual team meetings and virtual X-Core meetings
- Other events and activities may be determined in the State Officer Program of Work

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 ALL Items)**

- _____ 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 ALL Items)**

- _____ 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.).
- _____ Ensure the candidate's membership dues are paid by October 20 (Please read the candidate agreement on previous page).
- _____ 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

PRINT & SUBMIT THIS FORM.

Please answer all questions completely, but concisely on the following form.

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

PRINT & SUBMIT THIS FORM.

Please answer all questions completely, but concisely on the following form.

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.

1. 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

PRINT & SUBMIT THIS 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: All FBLA Sponsored Activities—April 2023 – April 2024 | |
| 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 2023-2024 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.

| | |
|--|----------------------|
| Medical Information | |
| 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

Each candidate will submit a campaign budget estimate with their online application. Candidates will also submit a final campaign expense report at the Candidate Briefing Session to ensure candidate adhered to the \$500 spending limit. Please answer all questions completely, but concisely on the following form.

Name: _____

Office Seeking: _____

| REVENUE (cash) | |
|----------------------|---------------|
| <i>Source</i> | <i>Amount</i> |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| REVENUE TOTAL | |

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

| | |
|--------------------------------------|--|
| Total Revenue + Donated Items | |
|--------------------------------------|--|

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

| | |
|--------------------------|--|
| CAMPAIGN NET COST | |
|--------------------------|--|



STATE OFFICER CANDIDATE RATING SHEETS

DO NOT SUBMIT THE FOLLOWING RATING SHEETS! Rating sheets provided for information only.

The forms on the following pages include the rating sheets the selection committee will use to evaluate a candidate's application. Please review the following rating sheets during the preparation of each candidate's application materials. Candidates do NOT submit these forms; the following rating sheets are provided to assist candidates in the preparation of their application materials.

State Officer Candidate Interview Rating Sheet

| Expectation Item | Not Demonstrated | | Below Expectations | | Meets Expectations | | Exceeds Expectations | | Points Earned |
|---|---|---|---|---|--|---|---|---|---------------|
| Demonstrates the ability to understand and respond to interview questions | Does not answer questions | | Answers are not relevant to question asked | | Answers are relevant to the question asked | | Answers are relevant and fully support knowledge of position/duties | | |
| | 0 | ○ | 5 | ○ | 10 | ○ | 15 | ○ | |
| Relates previous experiences/activities with position's duties and skills necessary to succeed | No evidence of previous experience/activities | | One previous experience/activity mentioned but not related to position's duties or skills necessary for success | | One previous experience/activity mentioned and is clearly related to position's duties or skills necessary for success | | Multiple previous experiences/activities mentioned and are clearly related to position's duties or skills necessary for success | | |
| | 0 | ○ | 5 | ○ | 10 | ○ | 15 | ○ | |
| Possesses knowledge about the position and career field | No evidence of position or career field knowledge | | Has limited knowledge of the organization or understanding of the position | | Comprehensive knowledge of the organization or understanding of the position demonstrated | | Extensive knowledge of both the organization and career field demonstrated | | |
| | 0 | ○ | 5 | ○ | 10 | ○ | 15 | ○ | |
| Asks questions that demonstrate an interest in the organization and understanding of the position | No question asked | | Question asked, but it is not related to the organization or understanding of the position | | Question asked that is related to the organization or understanding of the position | | Question(s) asked that are directly related to both the organization and understanding of the position | | |
| | 0 | ○ | 5 | ○ | 10 | ○ | 15 | ○ | |

Professional Presentation Skills

| | | | | | | | | | |
|--|--|---|--|---|--|---|--|---|--|
| Demonstrates proper greeting, introduction, and closing | Competitor does not use proper greeting, introduction, OR closing | | Competitor's greeting, introduction, OR closing was weak | | Competitor has strong greeting, introduction, AND closing | | Competitor is creative in their introduction of themselves and asks for or provides follow-up action in the conclusion | | |
| | 0 | ○ | 5 | ○ | 10 | ○ | 15 | ○ | |
| Demonstrates strong self-confidence, appropriate assertiveness, and enthusiasm | Competitor did not demonstrate self-confidence, assertiveness, OR enthusiasm | | Competitor demonstrated minimal self-confidence, assertiveness, AND enthusiasm | | Competitor used strong eye contact, appropriate assertiveness, AND enthusiasm | | Competitor led the interview process and effectively used interview time | | |
| | 0 | ○ | 3 | ○ | 7 | ○ | 10 | ○ | |
| Demonstrates proper verbal and nonverbal communication skills | Verbal AND nonverbal communication skills are inappropriate | | Verbal and/or nonverbal communication skills are weak or distracting | | All questions were clearly answered using good grammar and appropriate body language | | Verbal communications skills are excellent; nonverbal communication is natural | | |
| | 0 | ○ | 3 | ○ | 7 | ○ | 10 | ○ | |

Application Materials

| | | | | | | | |
|--|---------------------------|---|--|------------------------|---|--|--|
| Student brought application materials to interview | No materials were brought | | | Materials were brought | | | |
| | 0 | ○ | | 5 | ○ | | |
| Interview Subtotal (100 max) | | | | | | | |

Name: _____

School: _____

Position: _____

Judge's Signature: _____



State Officer Candidate Questionnaire Rating Sheet

(Mark one score per row **AND** write score in the Points Earned column. Use Tie Breaker column to add or subtract points to break ties.)

| | Not Demonstrated | | Below Expectations | | Meets Expectations | | Exceeds Expectations | | Points Earned |
|---|--|-----------------------|--|-----------------------|--|-----------------------|---|-----------------------|---------------|
| Candidate Information Resume | | | | | | | | | |
| Effectively communicates reasons for becoming a State Officer | Not specific | | Describes reasons uniquely | | Describes reasons with some justification | | Questionnaire describes reasons in detail | | |
| | 0 | <input type="radio"/> | 4 | <input type="radio"/> | 6 | <input type="radio"/> | 8 | <input type="radio"/> | |
| Promotes self in questionnaire: Lists qualifications | No promotion of qualifications included | | Describes qualifications, but no explanation included | | Describes qualifications, with vague supporting evidence | | Describes qualifications with specific supporting evidence | | |
| | 0 | <input type="radio"/> | 4 | <input type="radio"/> | 6 | <input type="radio"/> | 8 | <input type="radio"/> | |
| Promotes participation in FBLA activities | Limited participation | | Describes participation, but no experience included | | Qualifications listed with vague supporting evidence | | Qualifications listed with clear, concise details | | |
| | 0 | <input type="radio"/> | 4 | <input type="radio"/> | 6 | <input type="radio"/> | 8 | <input type="radio"/> | |
| Effectively communicates leadership opportunities for today's students | Unclear information listed | | Broad opportunities listed with little supporting thoughts | | Opportunities listed with at least one supporting concept | | Opportunities listed with clear, concise ideas | | |
| | 0 | <input type="radio"/> | 4 | <input type="radio"/> | 6 | <input type="radio"/> | 8 | <input type="radio"/> | |
| Vision clearly stated with supporting objectives | Unclear vision stated without supporting objectives | | Broad vision listed with little supporting thoughts | | Vision listed with at least one supporting concept | | Vision listed with clear, concise supporting concepts | | |
| | 0 | <input type="radio"/> | 4 | <input type="radio"/> | 6 | <input type="radio"/> | 8 | <input type="radio"/> | |
| Clearly communicates involvement with promoting FBLA in local chapter/community | Unclear involvement stated without supporting objectives | | Broad involvement listed with little supporting thoughts | | Involvement listed with at least one supporting concept | | Involvement listed with clear, concise supporting concepts | | |
| | 0 | <input type="radio"/> | 4 | <input type="radio"/> | 6 | <input type="radio"/> | 8 | <input type="radio"/> | |
| Reader friendly – categories can be found easily, white space utilized, professional fonts and font sizes | Questionnaire is unreadable | | Questionnaire design is distracting | | Questionnaire is reader friendly | | Questionnaire is professional | | |
| | 0 | <input type="radio"/> | 2 | <input type="radio"/> | 3 | <input type="radio"/> | 4 | <input type="radio"/> | |
| Brief, concise information | Questionnaire is long and nonspecific | | Information provided but poorly organized | | Sections are clearly identified with organized information | | Clearly identified and organized information in each section supports reasons to become a State Officer | | |
| | 0 | <input type="radio"/> | 2 | <input type="radio"/> | 3 | <input type="radio"/> | 4 | <input type="radio"/> | |
| Spelling & Grammar | | | | | | | | | |
| Documents are free of spelling, punctuation, and grammatical errors | Three or more errors | | Two errors | | No spelling errors, and not more than 1 punctuation or grammatical error | | No spelling or grammatical errors, and not more than 1 punctuation error | | |
| | 0 | <input type="radio"/> | 3 | <input type="radio"/> | 7 | <input type="radio"/> | 10 | <input type="radio"/> | |
| Questionnaire Materials Subtotal (66 max) | | | | | | | | | |
| Grand Total | | | | | | | | | |

Name: _____

School: _____

State: _____

Judge's Signature: _____

Date: _____

Judge's Comments (may use back of this form): _____