Washington

FBLA

2027-2028

STATE OFFICER

CANDIDATE GUIDE

Dear Dedicated FBLA Members:



Congratulations on your decision to become a State Officer Candidate! Washington FBLA sincerely admires the dedication you have shown to this organization and the initiative you have taken to pursue a greater role within it. By stepping forward, you are expressing a willingness to take on new responsibilities, share your ideas, and contribute to a community that has helped thousands of students grow. I look forward to seeing the perspectives and experiences each of you brings to this process.

State Officers help set the tone, priorities, and programming that members experience throughout the year. From organizing conferences to developing initiatives, their decisions affect students across the state. Representing this organization requires accountability, sound judgment, and a willingness to listen to diverse perspectives. In keeping with our national theme, *Where Leaders Begin*, this journey starts with the choices you make throughout the application process. Your application should reflect who you are and what you hope to contribute to the State Officer Team.

The State Officer Candidate Guide will walk you through the application process, including campaign policies and procedures, the responsibilities of each position, and advice for preparing for a successful campaign. Having served three terms as a State Officer, I understand that this process can bring its share of uncertainty alongside the excitement. My advice is to read this guide carefully and familiarize yourself with its requirements well before SBLC. Know which events are mandatory, review the campaign booth regulations, and ask questions whenever something is unclear. Taking care of these details ahead of time will allow you to spend less time worrying about logistics at the conference and more time meeting members and learning about the people you hope to represent.

Washington FBLA also places considerable care into preparing its State Officers for the responsibilities ahead. For over a decade, the Washington FBLA Board of Advisers and Board of Directors have provided professional leadership coaches to the State Officer Team. This support gives student leaders the chance to learn from experienced professionals, receive guidance, and develop skills that extend beyond their work in FBLA. As a State Officer, you will face complex and challenging decisions without obvious answers, but you will have room to ask questions and improve with the support of those around you. We want you to leave your term better prepared for the responsibilities and opportunities that await you in the future.

The application process can be lengthy and demanding, so give yourself enough time to approach each requirement thoughtfully. Consider what you want to accomplish and reflect on your strengths. When something does not go as expected, take the time to understand what you can learn from the experience and decide how to move forward.

As you prepare your application and campaign, remember that representing Washington FBLA means listening when members share concerns and respecting all ideas and perspectives. It means recognizing that chapters have different needs and that an idea that works well for one group may require a different approach for another. The students you represent will bring their own goals, challenges, and expectations to this organization. Take the time to understand them. Often, the best ideas come from conversations with people who have a different view of what FBLA needs.

As a State Officer, I have met people I never would have met otherwise, grown in unexpected ways, and made friendships that will last beyond high school. Over three terms, I have learned that the work behind a successful conference often goes unseen, but it matters to the students who benefit from it. Some of my favorite memories have come from working alongside other officers and hearing the stories of members benefiting from our efforts. These experiences have made my time in FBLA especially important to me, and I hope you find your own reasons to value this journey.

Washington FBLA is here to support you throughout this process. If you have questions or concerns, please reach out to me, the State Management Team, or any member of the State Officer Team; we want you to feel prepared to take on this responsibility.

Thank you for your commitment to Washington FBLA and for your willingness to devote your time and energy to its future. Preparing to become a State Officer is a considerable undertaking, and choosing to pursue it deserves recognition. I hope this experience encourages you to think carefully about the kind of leader you want to be and the kind of community you want to help build. Whatever lies ahead, approach this process with curiosity, determination, and consideration for the people around you. I look forward to seeing what you bring to Washington FBLA.

“What you do makes a difference, and you have to decide what kind of difference you want to make.” -- Jane Goodall

Sincerely,
Kayla Wijesekera
Washington State FBLA President, 2026–2027

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CANDIDATE POLICY GUIDELINES

Washington 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 Selection Committee*
3. Submit a Final Financial Statement and Campaign Booth Photo to the Elections Committee for approval. **
4. Participate in all campaign and election activities at the State Business Leadership Conference (SBLC).
5. Election/appointment during the State Business Leadership Conference

*Elected positions will submit a recorded interview with their application

**Elected positions only

If elected, there is a required State Officer Orientation Meeting held **after the Closing Awards Ceremony** at SBLC backstage. 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 will 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, interview, and the votes cast.

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

Appointed Officers

Nominees for the appointed positions shall follow the same application process as elected officers, with materials due by the published deadline. These positions do not present a speech or prepare a campaign booth. Candidates must follow all other candidate guidelines. The selected candidates will be announced at the Installation Ceremony during Closing Session.

- Industry Relations Officer
- Parliamentarian

Scoring Elements for Elected State Officers:

- **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. Applications are reviewed by industry professionals, FBLA alumni (at least 2 years out of high school), and/or retired advisers chosen by the State Officer Coach.

- **25% Recorded Interview**
  Interviews will be scored by an interview committee using the interview rubric. A tie is broken based on interview scores. The Interview Committee consists of 2-3 non-returning State Officers, the State Officer Coach, and one Region Adviser.

- **50% Elections**
  Campaigning and elections take place during SBLC. Elections are based on the votes cast by the voting delegates present.

Scoring Elements for Parliamentarian:

- **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. Applications are reviewed by industry professionals, FBLA (at least 2 years out of high school), and/or retired advisers chosen by the State Officer Coach.

- **25% Interview**
  Interviews are conducted by an interview committee using the interview rubric. A tie is broken based on interview scores. The Interview Committee consists of 2-3 non-returning State Officers, the State Officer Coach, and one Region Adviser.

- **50% Test Score**
  This portion of scoring comes directly from the Parliamentary Procedures Objective Test that all parliamentarian candidates must take. This test must be taken during the Role Play time frame.

Scoring Elements for Industry Relations Officer:

- **50% 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. Applications are reviewed by industry professionals, FBLA (at least 2 years out of high school), and/or retired advisers chosen by the State Officer Coach.

- **50% Interview**
  Interviews are conducted by an interview committee using the interview rubric. A tie is broken based on interview scores. The Interview Committee consists of the Board of Directors Industry Relations Committee.

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 has previously held or is 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. Attend the Virtual Officer Candidate Briefing Session prior to the State Business Leadership Conference (SBLC) AND attend SBLC in-person.

4. A candidate may be entering seventh or eighth grade for the Middle School Representative 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.

5. 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.

6. 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.

7. 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 by the posted due date.

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, Deputy 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.
    - The Parliamentarian position is not an eligible role for the EVP as it is an appointed position.

9. [Elected Positions] Give a one-minute campaign speech and participate in the Q&A session during SBLC. Campaign speeches must be recorded and **submitted** by the date listed in the candidate timeline to be reviewed for approval. Any major deviation from the submitted version must be approved prior to SBLC or may result in the candidate's disqualification. It is required for speeches to follow CPP Guidelines: Clean, Professional, and Positive.

    Candidates for State President, Executive Vice President, Secretary, Public Relations Officer, and Middle School Representative will deliver their speech at the Opening Session. Candidates for Region Vice President will deliver their speech at their respective region meetings. Parliamentarian and Industry Relations Officer applicants will not deliver a speech.

10. Prepare and set up an approved, quality campaign booth at SBLC for elected positions.

11. Follow all election etiquette and guidelines.

12. To be eligible to run for the office of Middle School Representative, 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.
    f. Have a device to access important tools and resources for the year in order to complete State Officer assignments. Some of these tools include Gmail, Dropbox, Word/Google Docs, Excel/Google Sheets, Canva, Redbooth, and Slack.

IS RUNNING FOR STATE OFFICE RIGHT FOR ME?



Being a Washington FBLA State Officer offers tremendous opportunities and can be a life-changing experience. Many former officers consider their time in this role as one of the most pivotal moments in their lives. Along with these benefits, however, come significant responsibilities. Please take a moment to consider your decision to run for state office and what this role requires.

On average, State Officers spend **five to ten hours per week** on projects and duties related to their role. This commitment can increase considerably in the lead-up to officer meetings, conferences, and FBLA events, as final preparations and project reviews intensify. While your academics are your top priority, you must also stay on top of your responsibilities as a Washington FBLA officer. This includes actively participating in team decisions, completing your assigned tasks, and attending all required conferences and events.

If elected, you'll be expected to attend conferences, officer meetings, and FBLA events throughout the year, either in person or virtually. Attendance is mandatory, and arriving late, leaving early, or missing any part of these events is only permitted in cases of extreme emergency. This commitment may mean missing out on activities like games, dances, or trips if they conflict with your officer duties. The expectation is that your responsibilities as a State Officer will take priority after your academics.

Please review the documents and details in this guide thoroughly to ensure you understand the expectations and requirements of this role.

If you're ready to make this commitment and have the drive and dedication to succeed, running for an FBLA office could be the perfect opportunity for you. However, if you're uncertain, you may want to discuss it with your adviser to decide if this path is right for you. If you do decide to run, you can look forward to one of the most rewarding and memorable experiences of your middle/high school career, as well as an invaluable step in your career preparation.

ROLE RESPONSIBILITIES



All Officers

1. Attend all State Officer meetings from start to finish, including meetings conducted virtually.
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 Leadership Training and Program of Work Meeting**
      May 19-21, 2027 *(Redmond)*
    - **National Leadership Conference**
      June 23 – June 26, 2027 *(Columbus, Ohio)*
        - Very strongly encouraged, Washington FBLA pays for Quad State Package
    - **State Officer Retreat** — August 2027 *(TBD)*
    - **State Officer Retreat** —December 2027 *(Bellevue)*
    - **State Business Leadership Conference** —April 17-20, 2028 *(Bellevue)*
    - State 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 Conferences**
        - October/November & January/February
    - Officer may attend up to two additional Region Fall Leadership Conferences and up to one additional Region Winter Leadership Conference (Optional with Approval)
    - Monthly virtual team meetings
    - Monthly virtual 100X Officer Leadership Trainings

    Other activities as determined by State Officer Leadership Training and Program of Work meeting in May. Dates are tentative, with official announcements coming in 2027!
4. Contribute social media content for Instagram, Facebook, LinkedIn, and other outlets.
5. Follow communication expectations and guidelines
    - Communicate with the President, State Officer Coach, State Officer Team, and the State Management Team, on a regular basis.
    - Respond in a timely manner to all slack messages/emails/calls (within 24-48 hours).
    - Get all official correspondence approved by State Officer Coach before sending to advisers, business leaders, potential sponsors, board members, etc.
6. Read the State Officer Handbook (provided once elected) and submit required forms by deadline given. Must abide by policies and procedures outlined in the handbook.

7. Complete assignments listed in the Program of Work (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 about local, region, and state FBLA activities participated in (one per month and submitted no later than the fifth of each month).
11. Document all activities during term in office in a virtual Legacy Toolkit. Your experience and lessons learned will be used as transition materials to be shared with your successor at the close of your term.



12. Conduct chapter visits and work with various chapters to assist with growth and development of the FBLA program.
13. Actively recruit new members and chapters for Washington FBLA. Assist with the communication between Washington FBLA and its sponsors and volunteers.
14. Actively and fully participate as a local chapter member, ***this includes attending local chapter meetings***. 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 for fulfillment of their chapter duties, abiding by chapter policies, and participating fully in chapter activities. State Officers MUST keep their chapter adviser informed of their State Officer meetings and initiatives.
15. State Officers have a high level of responsibility during the State Business Leadership Conference, and as such, **they shall have different limitations related to their participation in the competitive events series**. The maximum number of performance competitive events a State Officer may participate in is two. State Officers may participate in one competition that has a presentation component (not counting their one role play) as an individual or as a member of a team. This includes chapter projects.



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 the State Management Team.
3. Lead the State Officer Team in setting and meeting all goals listed in the Program of Work.
4. Encourage the 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 members at all Washington FBLA Board of Directors meetings. Prepare a monthly report to email to the Board of Directors in order to provide effective updates on State Officer Projects and progress.
6. Coordinates agenda and helps with planning all state meetings, both in person and virtual.
7. Participate with the State Officer Team in other projects as planned.

Executive Vice President

1. Organize and run a campaign for election as a National Officer. This is required for those elected to serve as the Executive Vice President. The Executive Vice President MUST run for a National FBLA Officer position that involves an active campaign booth at NLC.
2. Once elected, the candidate MUST work with the State Officer coach on all elements of their campaign including but not limited to:
    - Campaign Plan, Timeline, and Platform
    - Booth Design, Materials, Campaign Design
    - Speech, Q & A practice, etc.
    - All National Campaign information must be sent 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 the State Officer Coach on all official FBLA communication and correspondence in fulfillment of both state and National Officer duties. Update the State Management Team on important and upcoming National Officer programs.
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 with planning all state meetings, both in person and virtual.
7. Participate with the State Officer Team in other projects as planned.

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 with planning all state meetings, both in person and virtual.
4. Participate with the State Officer Team in other projects as planned.

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 with planning all state meetings, both in person and virtual.
3. Participate with the State Officer Team in other projects as planned.

Public Relations Officer

1. Serve as the primary public relations manager for Washington FBLA.
2. Perform other duties for the promotion and development of local, regional, state, and national FBLA.
3. 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 events.
4. Take photos and videos during Washington FBLA events, and activities to be used online and in state publications.
5. Must gather video/photo/written content on the Regional Fall & Winter Leadership Conferences from the Region Vice Presidents and attend their own Regional Fall & Winter Conference.
    - It is highly encouraged for officers to attend the National Leadership Conference; however, it is not required. The Public Relations Officer must designate an attending officer to capture social media content if the Public Relations Officer decides not to attend NLC.
6. Create the Code of Conduct Video for the State Business Leadership Conference.
7. Coordinate the creation of all promotional materials for Washington FBLA.
8. Serve as the Washington social media expert, updating the Washington FBLA Facebook page, Instagram, YouTube, LinkedIn, and other socials as needed.
    - All posts must be approved by the State Officer Coach before posting.

Industry Relations Officer

1. Promote Washington FBLA to various businesses and industries within the state and beyond.

2. Utilize an alumni database to create opportunities for alumni to participate in FBLA events.
3. Produce an alumni publication to be released alongside the Washingtonian Newsletter.
4. Work in partnership with the Washington FBLA Development Coordinator.
5. Participate with the State Officer Team in other projects as planned.

Middle School Representative

1. Assist the State Officer Team with the promotion and development of Washington FBLA middle school programs and opportunities.
2. 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.
3. Coordinate the initiatives for middle schools within the State Officer Program of Work.
4. Actively recruit Washington FBLA middle school members and new chapters.
5. Seek State Officer candidates at the Middle School Level from the regions in collaboration with the Region Vice Presidents.
6. Participate with the State Officer Team in other projects as planned.

Region Vice Presidents

1. Assist the Region Adviser with the Region's Fall and Winter Leadership Conferences, which may include running the general and awards sessions, helping recruit speakers, planning the conference schedule, hosting workshops, and/or other tasks the Region 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 a regional Program of Work.
    - This can be done with chapter officers at your Fall Leadership Conference.
4. Aid local chapters in developing their Program of Work.
5. Seek State Officer candidates from the region.
6. Actively recruit new Middle School and High School Chapters within your region.
7. Create posts for and manage Washington FBLA region-specific social media accounts.
8. 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. Review this guide in its entirety and comply with the stated guidelines and requirements.
2. 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 listed in the Application & Election Timeline.
3. Attend the Virtual Candidate Briefing Meeting listed in the Application & Election Timeline.
4. Submit Supplemental Materials by the deadline listed in the Application & Election Timeline.
5. Attend SBLC in-person and be present for all candidate related events.

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 & Election Timeline.

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 Washington FBLA website. If you have any questions regarding the application, please contact the Washington FBLA State Officer Coach at coach@wafbla.org.

Online Application Instructions

1. Download and print appendix C-G at the end of 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 sports coaches.
    - The additional documents/files you need to complete include:
        - One Page Resume
        - School Transcript
        - Recorded Video of Campaign Speech (for approval purposes)
3. Scan your documents and save them as PDF files to upload through the online application.
4. Go to https://wafbla.org/state-officers/apply/ to access the online application. Complete the online form and upload your PDF documents. Appendix A and B are the questions you will see on the form, feel free to write your answers in advance before starting the digital application. Don't forget to click the **submit** button!

You will receive email confirmation that your application has been received. Please whitelist the following emails to ensure that any State Officer Application Communications does not end up in spam! We recommend you use a personal, professional email address instead of a school related email.

- hello@wafbla.org
- coach@wafbla.org
- president@wafbla.org
- elections@wafbla.org
- executivedirector@wafbla.org





STEP 3: Campaign Booth, Financial Statement, & Speech Approval*

Campaign booths, financial statements, and campaign speeches MUST be approved in advance before the campaign period at SBLC. All supplemental materials must be submitted to the following form by the date listed in the Application & Election Timeline.
https://wafbla.org/state-officers/supplemental/

1. A photo of your campaign booth must be submitted featuring all the materials, items, signs, and more that you are planning on using on-site for your campaign booth. Any photos used in your campaign materials must be appropriate for a business conference.

2. Your financial statement must be finalized and include all items you will be using for your campaign. Washington FBLA and its elections committee have the discretion to change your financial statement to match each item's Fair Market Value.

3. Both a written and video recorded version of your campaign speech must be submitted to the supplemental form. Any deviation from the submitted script MUST be approved by the State Management Team PRIOR to the opening of SBLC.

Please include all items that will be featured on your campaign booth. Single-use items may be shown in their original packaging. These items may include, but are not limited to:

- Balloons/Balloon Arch
- Ribbons
- Streamers
- Small Giveaway Items

Unsure if an item is considered as single use? Email elections@wafbla.org. Don't be afraid to ask!

*Members running for Parliamentarian or Industry Relations do NOT need to complete this step. These positions are appointed and do not involve campaigning or a speech.

STEP 4: Campaigning

Campaigns for State President, Executive Vice President, Secretary, Public Relations Officer, Region Vice Presidents, and Middle School Representative must follow the guidelines listed below in the "Campaign Rules" section of this guide. The Industry Relations Officer and Parliamentarian must still follow Campaign Guidelines despite not having a booth at SBLC.



STEP 5: Candidate Screening Interview

All elected position applicants will submit a recorded virtual interview with their application, due on March 1st. The Interview Committee scoring the interviews will be comprised of the State Officer Coach, at least two current, non-returning State Officers, and one Region Adviser. Applicants will submit a video answering the following three questions, with a maximum length of one minute for each question (3 minutes total).

1. **Tell us about a time you recognized a need and took action to help others without being asked. What did you do, and what was the impact?**

2. **Being a State Officer requires balancing school, FBLA, and personal commitments. Tell us about a time you faced competing priorities or struggled to meet a commitment. How did you handle it, and what did you learn?**

3. **Imagine you have 60 seconds to convince a student who has never heard of FBLA to join. What would you say to inspire them to get involved?**

The interview makes up 25% of the overall score for elected candidates and parliamentarian. For the Industry Relations Officer, the interview makes up 50% of their overall score. 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).

Appointed positions (Parliamentarian and Industry Relations officer) will participate in a virtual interview before SBLC. Information for appointed position interviews will be sent out with the acceptance letter after the submission deadline.

STEP 6: Candidate Briefing Meeting

All qualified candidates for state office are required to attend an Officer Candidate Briefing Meeting, which will be held virtually prior to SBLC. Please be dressed in appropriate business attire. Information on date and time is included in the Application & Election Timeline later in this guide. **Candidates who do not attend the meeting will be disqualified.** Chapter Advisers must also attend this meeting to understand the requirements of a candidate at State Conference.

CAMPAIGN RULES

General Guidelines & Etiquette

1. All campaign materials must be positive, appropriate, and approved by the Executive Director, State Officer Coach, or the elections committee prior to use at SBLC.

2. Each candidate's local adviser must accompany them to the Virtual Candidate Briefing meeting before SBLC or communicate to the Elections Committee on the responsibilities of having a candidate.

3. On-site campaigning by candidates, or their representatives, **may not begin before the Opening Session is concluded**. This includes public discussions of your campaign and passing out campaign material. Campaigning may continue until the opening of the virtual voting session. No campaigning of any form is allowed prior to the closure of the Opening Session.

4. Chapter members and friends ARE allowed to help with your campaign; however, their actions may reflect you as a candidate. Please be sure that anyone helping with your campaign is aware of all candidate guidelines.

5. Negative campaigning, including "bad mouthing" or making disparaging remarks about other candidates, their supporters, or chapters, is strictly prohibited. Candidates and their supporters are expected to maintain a respectful and professional demeanor at all times. Any violation of this rule may result in a penalty or action as determined by the Executive Director and State Officer Coach.

Speeches

1. Candidates for President, Executive Vice President, Secretary, Public Relations Officer, and Middle School Representative will each give a one (1) minute prepared speech during the SBLC Opening Session, in the following order:
    - Middle School Representative
    - Public Relations Officer
    - State Secretary
    - Executive Vice President
    - President

2. Each candidate for a Region Vice President position will give a one (1) minute prepared campaign speech during their respective region meetings AFTER Opening Session.

3. All speeches must be completed within the time allotted.

4. A small, handheld prop may be used to enhance your speech. Props must be appropriate and may not include or depict prohibited items such as weapons, tobacco or vaping products, alcohol, drugs, or any offensive or suggestive symbols. Props must be approved by the State Officer Coach PRIOR to SBLC.

Campaign Booths

1. Set Up & Tear Down: An approved quality campaign booth must be set up and torn down during the time indicated in the SBLC Schedule. Booth area must also be cleaned of all trash by the time indicated in the program. Failure to adhere to these posted times will result in a penalty determined by the Elections Committee and State Officer Coach
    - A table is provided, but no electricity is available for candidate use.
    - Candidates must bring their own easels, power banks, or other support items if needed.

2. Campaign posters, signs, and other materials are restricted to the campaign booth area during the designated campaign time. These items may not be displayed in hotel lobbies, hallways, or common areas, and materials **must not** be attached to hotel walls, furniture, or general property.

3. Buttons or other items worn or carried by individuals outside the campaign booth area are allowed, but they may not be posted on walls, windows, tables, or other surfaces.

4. Campaign 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. Campaign booths are provided as an opportunity for candidates to answer individual delegate questions.

5. Candidates must keep all campaign materials contained to their table and surrounding booth area. Campaign materials and activities that are outside your designated immediate booth area, or that impedes another candidate's booth, will be asked to be removed by the Executive Director, State Officer Coach or Elections Committee. Remember, your fellow members are also testing and competing in their events at the same time as the campaign period. Be respectful at all times of those around you.

6. Technology:
    - Small music players are allowed while at campaign booth.
    - 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).
    - Each candidate may include **one** of the following devices at their booth and will not have to disclose its value on the financial statement.
        - Chrome Book
        - Laptop
        - Tablet
        - Phone Screen
        - Additional items may be pre-approved by the Washington FBLA State Management Team. Please email coach@wafbla.org to seek approval of any unlisted devices.

Restrictions on Campaigning & Materials

1. 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 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.

2. Each candidate will submit a final Campaign Expense Report by the date listed in the candidate timeline to ensure the candidate adhered to the $500 spending limit. The final report should show any changes from the original report submitted with your application. Any deviation from the submitted and approved photo and final financial form will be requested to be removed. Failure to do so will result in disqualification.

3. No campaign materials can include contact information (e.g., email, social media handles, phone numbers).

4. Food/food-related items or drink/drink-related items may NOT be offered as part of your campaign. These items may be displayed as part of your campaign, but cannot be distributed to members or conference attendees

5. No campaigning is permitted before the designated Campaigning Window (beginning at the Opening Session) or during curfew hours as listed in the SBLC Schedule.
    - Campaigning outside via 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.

6. No campaign materials may be distributed OUTSIDE of the designated campaign rooms. This includes but is not limited to paper fliers, ribbons, pins, stickers, and other material promoting a candidate running for office.
7. No candidate may use any photos showing them in official FBLA officer designations (e.g., name badges, pins) for campaign materials. This applies to Chapter Officers, State Officers, and National Officers.

These rules ensure a fair, respectful, and professional campaign experience for all candidates and attendees.

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 you will not have to rush at the last minute.



Campaigning is what you make of it; Give the members your best effort! The following information has been collected from past State Officers as a general "Tips & Tricks" list and is by no means required.

- Read this Washington FBLA State Officer Candidate Guide thoroughly 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 your campaign speech.
- Develop a fact sheet or brochure to state your qualities, ideas, and goals.
- For candidates, remain visible and prepared to talk to people and answer questions. Have someone to substitute for you at your booth during breaks and competitions.
- Have your local chapter members and friends 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 penalty.
- Develop a list of possible Q&A questions, write down your answers and practice your responses. Consider holding a mock Q&A Session with your chapter to prepare for the live performance.
- 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.
- Bring batteries or a portable charger to power any equipment.
- Get your school and community involved in the campaign. Secure donations, giveaways, and items to use in your campaign.
- Do not wear any official designations of your current office (name badge, FBLA patch, officer pin, and guard). This includes photos on your presentation board. Photoshop and Canva will be your best friends!
- Be an awesome local chapter member, participate in state and national projects, and attend events to learn everything about FBLA!

REMINDER: Food and drinks are not allowed to be distributed as campaign materials. You may

have food or drink items on display, but only as decoration. Failure to adhere to this will result in possible disqualification or the closing of your campaign table.

VOTING DELEGATE INFORMATION

1. All voting delegates MUST be wearing a voting delegate ribbon and must show this ribbon to ask a question during the candidate Q&As. One individual will cast one vote.

2. Voting delegates are apportioned to each chapter as specified in the Washington FBLA Bylaws.

Chapter Membership	# of Voting Delegates per Chapter
1-50 Members	2 Voting Delegates
51-100 Members	3 Voting Delegates
101+ Members	4 Voting Delegates

3. Voting delegates should coordinate with their chapter adviser to receive their voting login information. **Voting delegate ribbons and logins are included in the registration packets.**

4. Before the voting begins, voting delegates need to be sure they coordinate with their chapter members on who their chapter prefers as a candidate. You are serving as a representative of your chapter, not a singular voice.

5. Chapter advisers or people acting in a chapter adviser capacity will not be allowed to participate in the voting.

6. A secret ballot vote will be taken via election software (SimplyVoting) 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 Representative, 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 be a “no” vote option on the ballot if your chapter does not support the unopposed candidate. Abstentions will not be counted in the total votes cast.
    - The Election Software will solely be managed by the State Officer Coach.
    - NO EXCEPTIONS WILL BE MADE FOR DELEGATES WHO MISS THE VOTING PERIOD. If your voting delegate will be in their competitive event during the voting period, please designate another chapter member to fill their role.
    - We highly recommend that the selected chapter voting delegates and chapter adviser set a reminder for the voting period, to ensure that the task is completed.

7. Follow all election guidelines.

8. Newly elected State Officers will be announced and installed during the Awards of Excellence Session on the final day of SBLC.

STATE OFFICER CANDIDATE FORMS

The forms on the following pages must be submitted for a candidate's application to be completed. 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/First Section of Digital Form)
- State Officer Candidate Questionnaire (Appendix B/Second Section of Digital Form)
- 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 Estimate (Appendix G)
- Academic Unofficial Transcript (Most recently updated)
- Resume

Upload Printed Forms C through G, using the link on our website (wafbla.org/state-officers/apply/)
Information on Appendix A and Appendix B will be entered directly onto the online application.

For Candidates of Elected Positions: The following items must be submitted by the SUPPLEMENTAL due date listed in the candidate timeline. Failure to submit will result in disqualification. This is to ensure all campaign materials are appropriate, accurate, and represented in your financial statement.
Submit to: https://wafbla.org/state-officers/supplemental/

- A photo of your campaign booth with all materials present
- Final State Officer Candidate Financial Statement
- Recorded 1-Minute Speech for approval (Presented as they intend to present it at SBLC
  - Any changes to this speech between the submission and SBLC needs to be reported to and approved by the Elections Committee prior to SBLC.
- A written or typed version of the candidate's campaign speech.
-

STATE OFFICER APPLICATION DEADLINE

Monday, March 1, 2027

All materials submitted online by **11:59 PM PST.**
All applicants must meet this deadline, no exceptions.

Link to application: https://wafbla.org/state-officers/apply/

Have any questions? Email Washington FBLA's State Officer Coach: coach@wafbla.org

APPLICATION & ELECTION TIMELINE

VIRTUAL - Prior to the State Business Leadership Conference

- Thursday, January 14 | Candidate Interest Call @ 6 PM [Recommended]
- Sunday, March 1 | Application Deadline by 11:59 PM [Required]
- March 15-19 | Appointed Position Candidate Interviews [Required]
    - Will be scheduled after application deadline.
- Virtual Candidate Briefing Meeting [Required]
  Pick **one** of the two following dates to attend:
    - Thursday, April 8 @ 7 PM
    - Monday, April 12 @ 7 PM
- Wednesday, April 14 | Supplementals: Final Financial Form, Campaign Booth Photo, Recording of Campaign Speech, and Written Speech Script.*

ON-SITE - At the State Business Leadership Conference

- Monday, April 19 | Check in at the candidate check in booth to receive ribbon
- Tuesday, April 20 | Candidate Campaign Booths [Required]*
    - Set up: 9 AM
    - Open to members: 10 AM - 1 PM
- Tuesday, April 20 | Question and Answer Caucus Session | TIME TBD [Required]
- Wednesday, April 21 | Virtual Polling 9 AM – 11 AM
- Wednesday, April 21 | Dress Rehearsal/Stage Etiquette Training | TIME TBD [Required]
- Thursday, April 22 | Results Announced During Awards Session/State Officer Installation Ceremony.

* Only apply to ELECTED positions

Appendix A:
Candidate Application Cover

The following reflects the first part of the Online Application Form. It is listed here for your convenience but should be **filled out digitally**.

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

Which state office do you seek?

_____

Appendix B:
Candidate Questionnaire

Please answer all questions completely on the online form. Answers should be a minimum of 3 sentences long and your own original words. Your answers to this questionnaire will be included in your Campaign Portfolio as part of your campaign materials. This questionnaire is listed here for your convenience but should be **filled out digitally**.

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)
- Industry Relations Officer
- Parliamentarian
- Middle School Representative

PURPOSE

Becoming a Washington FBLA State Officer requires 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 visits, etc. State Officers are required to submit a written report on 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 19-21, 2027	Washington CTSO State Officer Leadership Training
August, 2027	Washington FBLA State Officer Retreat
December, 2027	Washington FBLA State Officer Retreat
October/November	Regional Fall Leadership Conferences
January/February	Regional Winter Leadership Conferences. Officers are required to attend their own Regional Leadership Conferences and may attend up to two additional Regional Fall Leadership Conferences and up to one additional Regional Winter Leadership Conference (Optional)
April 22-25, 2028	State Business Leadership Conference *(Spokane)*

ADDITIONAL EVENTS

- June 23 – 26, 2027 National Leadership Conference *(San Antonio, Texas)*
  - Strongly Encouraged, Washington FBLA pays for Quad State Package
- 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 monthly virtual 100X Officer Leadership Trainings (Leadership Tools and Lessons)
- Other events and activities may be determined in the State Officer Program of Work

Please Note:
Every effort is made to the schedule so that conflicts do not occur. However, often the dates that are chosen conflict with other local school and/or 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.

FOR 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 Washington FBLA. 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 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 ADVISERS, COACHES, 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 SIGNATURES

Note: This Candidate Agreement is four (4) pages in length. Signatures in bold are required no matter what. Non-bolded signatures are required if applicable to the candidate. If the candidate changes schools, jobs, and/or sports at any time during their State Officer term, this document must be signed again and re-submitted to the Washington FBLA State Officer Coach.

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: _____

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 AM 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 varying gender 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. The 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 members 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 assigned 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:

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

Adviser:

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 Cell Number: Work Phone:

Name of High School: School Phone:

Name of Activity: All FBLA Sponsored Activities—April 2026 – April 2027

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 2025-2026 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 enroute 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 (food, drugs/medicine, natural)

Does your student take special medication? (If so, please list)

Does your student have a history of: ❑ heart condition, ❑ asthma, and/or ❑ epilepsy?

Does your student have any physical restrictions or other conditions that should be known?

(If so, please list)

Student's Date of Birth:

Insurance Company: Policy Number:

Family Physician: Phone:

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 by the deadline listed in the Candidate Timeline to ensure the candidate adhered to the $500 spending limit. All values are based on Fair Market Value. Washington FBLA has full discretion to adjust submitted values accordingly. Please answer all questions completely, but concisely on the following form.

Name: _____

Office Seeking: _____

REVENUE (Cash)	
Source	*Amount*
REVENUE TOTAL	

DONATED ITEMS (material items)			
Item	Quantity	Value per Item	Total Value
			$
			$
			$
			$
DONATED ITEMS TOTAL			$
Total Revenue + Donated Items			$

Expenses			
Item (must submit receipt)	Quantity	Cost per Item	Total Cost
			$
			$
			$
			$
			$
EXPENSES TOTAL			$

CAMPAIGN NET COST	

STATE OFFICER CANDIDATE RATING SHEETS

DO NOT SUBMIT THE FOLLOWING RATING SHEETS! Rating sheets provided for awareness 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		
	0-4	O	5-8	O	9-12	O	14-15	O	
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		
	0-4	O	5-8	O	9-12	O	14-15	O	
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		
	0-4	O	5-8	O	9-12	O	14-15	O	
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		
	0-4	O	5-8	O	9-12	O	14-15	O	
Professional Presentation Skills									
Demonstrates proper greeting, introduction, and closing	Candidate does not use proper greeting, introduction, OR closing		Candidate's greeting, introduction, OR closing was weak		Candidate has strong greeting, introduction, AND closing		Candidate is creative in their introduction of themselves and asks for or provides follow-up action in the conclusion		
	0-4	O	5-8	O	9-12	O	14-15	O	
Demonstrates strong self-confidence, appropriate assertiveness, and enthusiasm	Candidate did not demonstrate self-confidence, assertiveness, OR enthusiasm		Candidate demonstrated minimal self-confidence, assertiveness, AND enthusiasm		Candidate used strong eye contact, appropriate assertiveness, AND enthusiasm		Candidate led the interview process and effectively used interview time		
	0-2	O	3-5	O	6-8	O	9-10	O	
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		
	0-2	O	3-5	O	6-8	O	9-10	O	
Dresses professionally and maintains a composed interview space	Candidate not in a professional environment and/or professional wear.				Candidate in a professional environment AND professional wear.				
	0-3	O			4-5			O	
							Interview Subtotal (100 max)		

Name:

School: Adviser:

Reviewer: Date:

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

State Officer Candidate Application Rating Sheet

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

Expectation Item	Not Demonstrated		Below Expectations		Meets Expectations		Exceeds Expectations		Points Earned
Effectively communicates reasons for becoming a State Officer	Not specific		Describes reasons uniquely		Describes reasons with some justification		Application describes reasons in detail		
	0-4	O	5-8	O	9-13	O	14-15	O	
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		
	0-2	O	3-6	O	7-10	O	11-12	O	
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		
	0-2	O	3-6	O	7-10	O	11-12	O	
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		
	0-4	O	5-8	O	9-13	O	14-15	O	
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		
	0-2	O	3-6	O	7-10	O	11-12	O	
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		
	0-2	O	3-6	O	7-10	O	11-12	O	
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		
	0-2	O	3-6	O	7-10	O	11-12	O	
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		
	0-3	O	4-6	O	7-9	O	10	O	
							Application Total (100 max)		

Name:

School: Adviser:

Reviewer: Date:

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