

Arizona Future Business Leaders of America – State Officer Application

Future Business Leaders of America - Arizona
1535 West Jefferson Street
Phoenix, AZ 85007
www.azfbla.org
602-364-2339
Fax: 602-542-5334

Congratulations! You have taken the first step towards a year that is sure to be a memorable one! Running for a state office in FBLA Arizona is an exciting and important decision. This letter will highlight some of the important aspects to consider when running for a FBLA state office and walk through the steps to take prior to actually campaigning at the State Leadership Conference.

First off, running for a state office is not something that can be done alone. You need the support of your adviser, your chapter, your school and your family. Meet with your adviser and discuss this fully before making a decision. Please keep in mind the following commitments that you will have to make if you are elected as a FBLA state officer:

- You will miss between 20 and 25 days of school, beginning in the fall of the elected year.
- You will be required to attend state officer training and the National Leadership Conference. These events are usually held in June and July, refer to the current calendar for exact dates.
- You will be required to cover the majority of the cost to attend the National Leadership Conference held in the summer (no less than \$800 usually).
- FBLA Arizona commits more than \$4,000 per state officer, per year.
- In-state and out-of-state travel will be required.
- FBLA Arizona will cover ALL costs for travel unless otherwise noted.

If you are still interested, that's great! Here are the steps that you need to take prior to campaigning at the State Leadership Conference:

- Complete the state officer application – located at www.azfbla.org. Refer to the first page of the application for complete checklist.
- **Final application is due in the mail by February 9, 2018. Applications are accepted and encouraged year-round, but they must be in the mail by February 9, 2018. The entire application is to be completed, including any requested documents (resume, transcripts etc.)**
- Complete a candidate screening interview. **ALL candidates will interview at the official State Officer Interview. This year's interview will be conducted at the Arizona Department of**

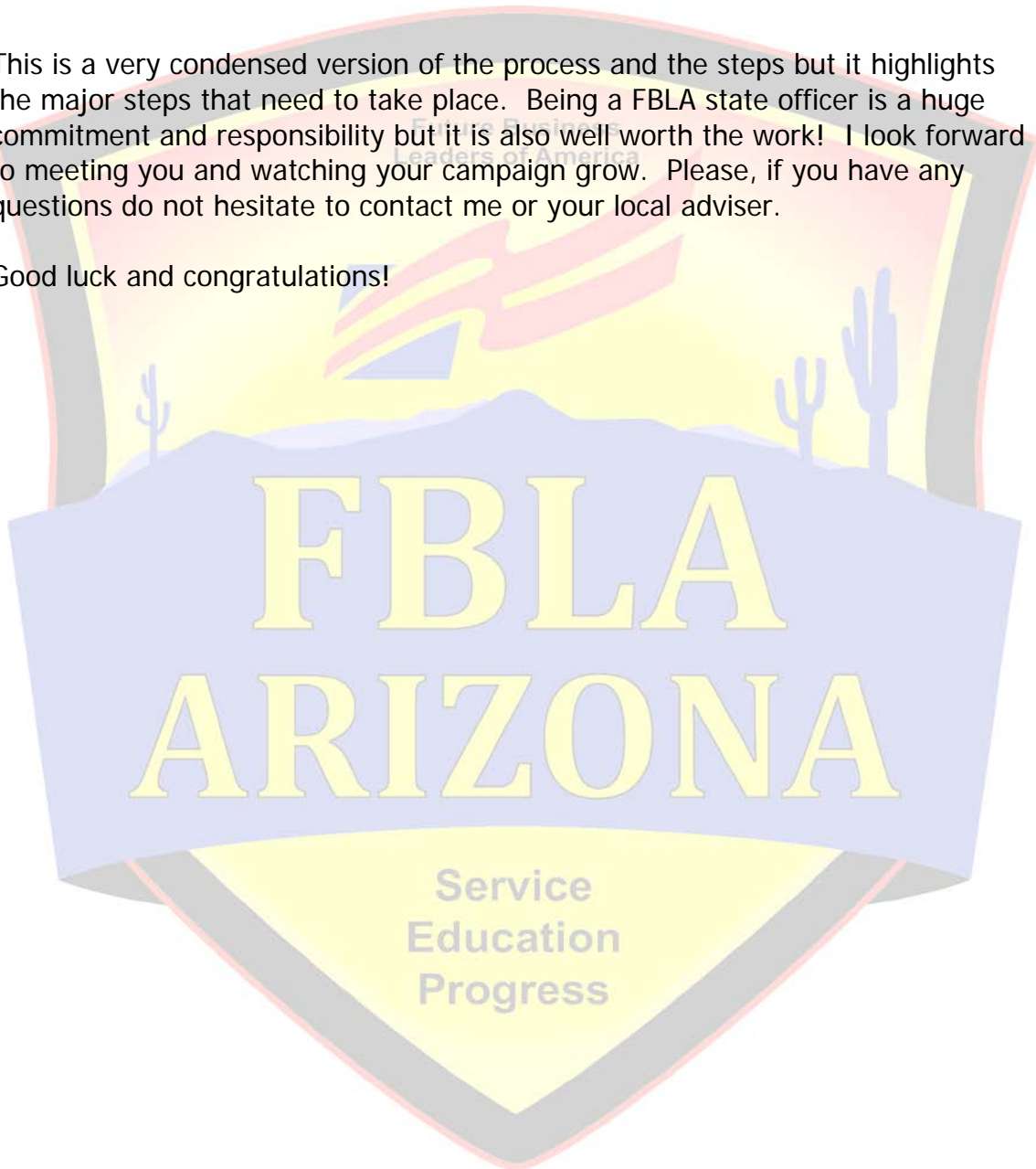
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Education (3300 N. Central Avenue, Phoenix, AZ 85012) on March 1, 2018. Additional information will be sent upon receipt of this application.

- Prepare campaign material for State Leadership Conference
- Prepare speech for State Leadership Conference

This is a very condensed version of the process and the steps but it highlights the major steps that need to take place. Being a FBLA state officer is a huge commitment and responsibility but it is also well worth the work! I look forward to meeting you and watching your campaign grow. Please, if you have any questions do not hesitate to contact me or your local adviser.

Good luck and congratulations!



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Form A: Applicant Summary and Checklist

Directions: **Applications will be accepted year-round. However, they must be received at the state office no later than February 9 of the campaign year.** It is recommended that you fill out this application in MS Word and print it. No emailed or faxed copies of applications will be accepted. Every candidate must complete a screening committee interview. Please mail completed application to:

**FBLA Arizona
Arizona Department of Education
1535 West Jefferson, Bin 42
Phoenix, AZ 85007**

Applicant Summary and Checklist

Applicant Name:

School:

Due to potential State officer activities that include State Volunteer Employee requirements, international and domestic travel, White House Visitations and insurance requirements, applicants must be able to provide one of the following at the time of applying for State Office:

1. Social Security number or,
2. United States Passport or,
3. United States birth certificate

- Copy of valid photo ID
- Personal Motivation Statement (500 words or less describing why you want to run for a state office position)
- Resume
- Letter of recommendation from your local chapter adviser
- Transcript (FBLA state officers must have a 3.0 un-weighted GPA, or “B” average, at the time of application and maintain this minimum GPA during term)

Completed State Officer Application including:

- Form A: Applicant Summary and Checklist
- Form B: Applicant Fact Sheet
- Form C: Discipline Policy and Procedures
- Form D: FBLA Code of Ethics
- Form E: Commitment Statement
- Form F: Travel and Chaperone Consent
- Form G: Application Certification
- I have sent all original copies of application with original signatures where required (no copies or faxes).
- My completed, original application will be turned in no later than February 9, 2018. This is a received by date, not a postmark date.

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Form B: Applicant Fact Sheet

General Information

Name:

FBLA Chapter:

Home Address:

City:

State:

Zip:

Home Phone:

Alt. Phone:

Email address:

Grade next school year: 10 11 12

Number of Years in FBLA

GPA:

Shirt Size:

Pant Size:

Suit Jacket Size:

Program Currently Enrolled in:

Parent/Guardian Information

Name(s):

Place(s) of employment:

Work phone number(s):

Email address:

Adviser Information

Name:

Phone Number:

Email address:

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Form C: Discipline Policy and Procedures

FBLA Arizona state officers are the face of FBLA Arizona. Our organization’s success relies heavily on the actions and representation of our state officer team. The “FBLA State Officers Code of Conduct” and the “State Officer Discipline Policy and Procedures” were developed and approved by the FBLA executive council and will be enforced.

DISCIPLINE POLICY AND PROCEDURES FOR LEVEL ONE VIOLATIONS:
The following have been identified as “**extremely serious**” violations and will result in the “**removal from office**”:

1. Missing more than one “required” Executive Council Meeting or FBLA State event
2. Possession, consumption, transportation, or purchase of any alcoholic beverage or illegal drug.
3. Smoking in public during his/her term of office
4. Defacing, damaging, or stealing public or private property
5. Violations not mentioned as identified by the State Director or Council Adviser

DISCIPLINE POLICY AND PROCEDURES FOR LEVEL TWO VIOLATIONS:
The following have been identified as less serious violations and State Officer will be suspended for the next FBLA event or until the matter is resolved.

1. Failure to complete assignments and/or reports on time
2. Failure to turn in monthly reports and/or written Council reports on time
3. Failure to follow the FBLA Arizona Dress Code.
4. Other violations not mentioned above but identified by the State Adviser or Council Adviser

It is assumed that all members elected as FBLA State Officers are responsible, mature, and of the highest moral character. Based on this premise, FBLA State Officers will be requested to perform assignments both as individuals and as a team. Neglect or failure of one team member to produce affects the entire team production.

I understand the above policy and procedure and agree to abide by the regulations set for the FBLA State Officers.

Candidate Signature _____ Date _____

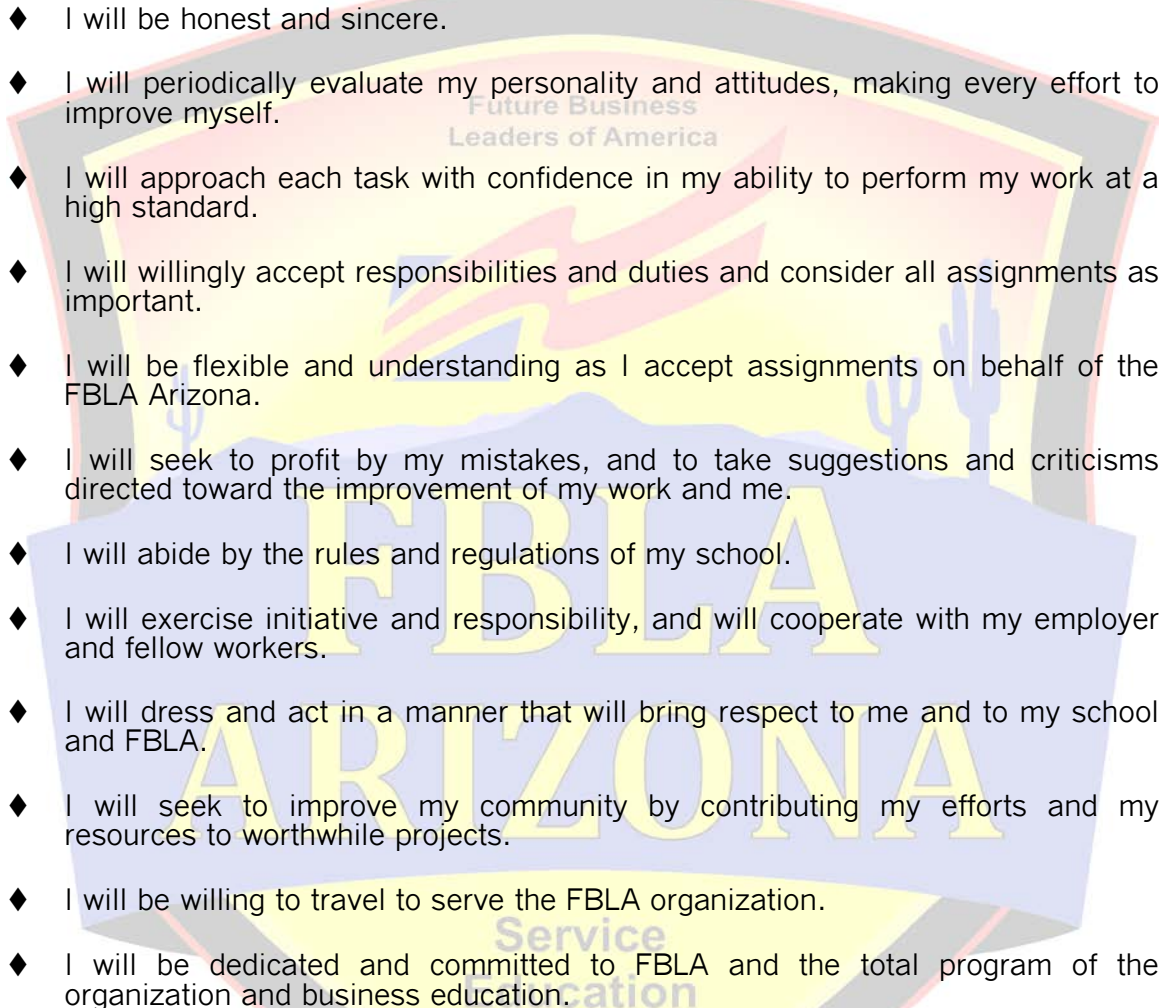
Chapter Adviser Signature _____ Date _____

School Administrator Signature _____ Date _____

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Form D: FBLA Code of Ethics (from National Office)

The Code of Ethics is a standard of conduct that should be ascribed to by all FBLA members and advisers. As role models, state officers must conduct themselves per the Code of Ethics at all times.

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- ◆ I will be honest and sincere.
 - ◆ I will periodically evaluate my personality and attitudes, making every effort to improve myself.
 - ◆ I will approach each task with confidence in my ability to perform my work at a high standard.
 - ◆ I will willingly accept responsibilities and duties and consider all assignments as important.
 - ◆ I will be flexible and understanding as I accept assignments on behalf of the FBLA Arizona.
 - ◆ I will seek to profit by my mistakes, and to take suggestions and criticisms directed toward the improvement of my work and me.
 - ◆ I will abide by the rules and regulations of my school.
 - ◆ I will exercise initiative and responsibility, and will cooperate with my employer and fellow workers.
 - ◆ I will dress and act in a manner that will bring respect to me and to my school and FBLA.
 - ◆ I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.
 - ◆ I will be willing to travel to serve the FBLA organization.
 - ◆ I will be dedicated and committed to FBLA and the total program of the organization and business education.

I have read, understand, and agree to adhere to the Code of Ethics and the high standards and tradition of FBLA.

Candidate Signature: _____

Date: _____

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Form E: Commitment Statement

State Officer Applicant

If elected to serve FBLA as a member of the State Officer Team I agree to:

Place an x in each box and sign

- Remain committed to my education and family obligations.
- Make FBLA state service my top priority after my education and family responsibilities.
- Follow the FBLA State Officer rules, guidelines, and responsibilities.
- Attend the State Officer Training Retreat in June.
- Cooperate with my school, chapter adviser, local chapter, State Adviser, and state association throughout the year.
- Attend all required meetings, activities, and events.
- Perform all assigned officer responsibilities.
- Keep my school administration, local adviser, and all state staff informed of all activities.
- Maintain the highest degree of personal honor, integrity, and ethics.
- I understand that failure to attend any mandatory meeting or conference will result in loss of office.

Candidate Signature _____

Chapter Adviser

If _____ is elected to FBLA state office, I agree to:

Place an x in each box and sign

- Support this officer if he/she is elected.
- Recommend for state office ONLY those candidates who are qualified.
- Ensure that all school policies regarding travel and absences are communicated to the State Staff and that they are followed.
- Ensure that school officials are appropriately informed of officer activities.
- Assist the officer in making appropriate travel arrangements for required activities.
- Monitor the officer's academic program and communicate challenges to the State Director.
- Assist the officer with the successful performance of his/her duties and responsibilities.
- Communicate with FBLA state staff regarding any officer performance issues.

Adviser Signature _____

School Administrator (required for all FBLA candidates)

If _____ is elected to FBLA state office, I agree to:

Place an x in each box and sign

- Support this officer if he/she is elected with the tools needed to fulfill his/her duties.
- Support the adviser's role throughout the year as well as attendance at all required FBLA events.
- Enable the officer to attend events required of a state officer.
- Allow officer to travel to and from the conference/activities deemed necessary to fulfill his/her duties as a state officer, whether transported by the state, state staff, their advisor, another state officer parent, or any other appropriate means of transportation.
- If elected, the administration will support the Executive Council by providing a certified teacher/adviser as required by FBLA Bylaws to attend the regularly scheduled meetings with the State Officer.

Signature _____

Title/Position _____

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Form F: Travel and Chaperone Consent

Name _____ Phone _____

School Name _____ Phone _____

As indicated by our signatures below, hereby give this candidate permission to attend and travel to and from the conference/activities deemed necessary to fulfill his/her duties as a state officer, whether transported by the state, state staff, their advisor, another state officer parent, or any other appropriate means of transportation.

As a school official, my signature below verifies that the above checked modes of transportation comply with our student transportation policy.

School Administrator Title/Position Date

My signature below indicates that I have read and understand the above student transportation policy and agree to these conditions.

Parent/Guardian Date

Student Date

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Form G: Application Certification

Directions: The responsibility for sponsoring a state officer applicant rests with the local chapter of FBLA. Only local chapters that meet the criteria stated in the national bylaws are eligible to nominate candidates for state office. Upon approval of the local chapter, the applicant must forward this form to the state director for certification. The form, along with ALL required supporting materials, must then be submitted to the FBLA State Office no later than February 9, 2018. *Faxed or e-mailed applications will not be accepted.*

Certification by State Officer Applicant and Parent/Guardian (where applicable)

I agree to adhere to the State Office Candidate rules and regulations outlined in the Candidate Guide. The information presented in this application is true and my own work.

Applicant Signature _____ Date _____

As the parent/guardian to _____, I have read the duties and responsibilities of the office being sought, and will be supportive of my son's/daughter's effort to fulfill this obligation and, if elected, term as an FBLA state officer. I will provide the appropriate financial support for my son/daughter to fulfill his/her obligation as a state officer.

Parent Signature _____ Date _____

Statement of Support by Chapter Adviser (required)

The credentials for _____ are included in this application. The applicant meets the qualifications for the office indicated. If elected, he/she will receive the full support of the school, chapter, and adviser in the execution of the duties of this office.

Adviser Signature _____ Date _____

Additional information will be sent upon receipt of this application.

Thanks and good luck!