

**WASHINGTON STATE  
FUTURE BUSINESS LEADERS OF AMERICA, INC.  
STATE/NATIONAL OFFICER CANDIDATE APPLICATION**  
**Application must be typed or information transferred to separate pages.**

I, \_\_\_\_\_, wish to be a candidate for the office of:  
\_\_\_\_\_ for Washington State FBLA.  
\_\_\_\_\_ for national office.

Attached is a letter in which I have briefly outlined my reasons for seeking office, my resume detailing my FBLA activities and business classes, my most recent transcript, and my completed questionnaire.

Confidential recommendation forms from my chapter adviser, principal, and employer (if employed) or teacher have been mailed separately.

School \_\_\_\_\_

Region \_\_\_\_\_

Approximate Grade Point Average \_\_\_\_\_ Grade Level \_\_\_\_\_ Age \_\_\_\_\_  
*(3.0 GPA minimum or with approval of Regional Adviser for Vice Presidents and Executive Director for President, Secretary, Public Relations Officer, Parliamentarian, and national office. Please submit an official transcript.)*

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ School Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

*Washington State FBLA has my/our permission to post my son's/daughter's FBLA business E-mail address on the state FBLA Web site.*

\_\_\_\_\_  
Parent/Guardian Initials

I understand as a state officer, I must be enrolled in a credit-generating business education sequenced course throughout my term in office, or have completed a business education sequence as defined by my district.

**SIGNATURES**

Adviser: \_\_\_\_\_ Date: \_\_\_\_\_

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

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note: Candidates are *required* to attend State Business Leadership Conference.**

**Public Relations Officer Candidates must include one sample of previous graphic design product.**

**Secretary Candidates must include a sample of minutes.**

**President, Secretary, Public Relations Officer, Parliamentarian, and National Officer Candidates: mail applications to Executive Director.**

**Vice President Candidates: mail applications to Regional Adviser.**

# STATE/NATIONAL OFFICER CANDIDATE GUIDELINES

**PLEASE READ CAREFULLY THROUGH ALL MATERIALS.  
FAILURE TO FOLLOW ALL GUIDELINES COULD RESULT IN DISQUALIFICATION.**

Congratulations on your decision to run for FBLA state office. In running for office, all applicants must complete the following steps. All steps must be completed, or one could face disqualification.

## APPLICANT PACKET

The following needs to be included in the applicant's packet to be sent to the State or Regional Adviser.

- \_\_\_\_ 1. **SUBMIT A RESUME.** Include GPA, prior offices/leadership positions, FBLA activities, other prior experiences, and business classes taken.
  
- \_\_\_\_ 2. **SUBMIT A ONE-PAGE LETTER OF APPLICATION.** Include qualifications and reasons why you would make an excellent officer.
  
- \_\_\_\_ 3. **SUBMIT A COMPLETED QUESTIONNAIRE.** These answers must be as complete as possible. This is your opportunity to expand on any comments made in your letter of application or resume'.
  
- \_\_\_\_ 4. **SUBMIT AN OFFICIAL TRANSCRIPT.**
  
- \_\_\_\_ 5. **SUBMIT A SIGNED STATEMENT OF PARENTAL ACKNOWLEDGMENT AND SUPPORT OF ACTIVITIES, RESPONSIBILITIES, AND COMMITMENTS.**
  
- \_\_\_\_ 6. **Provide the Confidential Recommendation form to the individuals listed below. This is a confidential recommendation and is to be mailed directly to the State FBLA Office in a sealed envelope.**
  - a. Local Chapter Adviser
  - b. School Administrator or Counselor
  - c. Employer OR Teacher
  
- \_\_\_\_ 7. **SUBMIT THE SIGNED STATEMENT OF ACKNOWLEDGMENT INDICATING THAT YOU HAVE READ AND UNDERSTOOD THESE GUIDELINES/PROCEDURES.**

## STATE/NATIONAL OFFICER APPLICANT QUESTIONNAIRE

The following questions are to be typed and submitted as part of the applicant's packet. This is your chance to explain further any comments made in your letter or resume. Be sure your answers are as complete as possible. You may use a separate sheet if you wish. Please limit your responses to two typewritten pages.

Why do you wish to become a state officer of Washington State FBLA?

Why do you believe that you are qualified to be a state officer?

What will be the principal duties of the office you seek? How do you plan to schedule your time to accomplish these tasks?

Explain the time commitment involved, including time away from home and school, in the office you seek.

From a personal standpoint, what has being a member of FBLA done for you?

If elected, what projects would you encourage the state officer team to consider to enhance FBLA and why?

How have you helped promote FBLA in your local chapter?

Explain the state officer's role in the organizational structure of Washington State FBLA.

\_\_\_\_\_  
*May we use your responses for publicity purposes?*

*Yes*

*No*

*Initials* \_\_\_\_\_

# CONFIDENTIAL RECOMMENDATION FOR FBLA STATE/NATIONAL OFFICER APPLICANTS



**Applicant's Name** \_\_\_\_\_

**Position Sought** President \_\_\_\_\_ Secretary \_\_\_\_\_ Public Relations \_\_\_\_\_ Parliamentarian \_\_\_\_\_ VP \_\_\_\_\_  
National Office \_\_\_\_\_

**Name of School/Business** \_\_\_\_\_

**Name/Title/Address of Person Completing Form**  
\_\_\_\_\_

**Attendance/Work Record: Record the number of absences for first semester of the current school year:**

Excused \_\_\_\_\_ Unexcused \_\_\_\_\_ Tardy \_\_\_\_\_ School Related \_\_\_\_\_

**PLEASE MARK APPROPRIATE BOX FOR EACH ITEM LISTED**

	4	3	2	1
<b>Knowledge of Job</b> ✓ Comprehension of assigned tasks. ✓ Eager to expand his/her knowledge.	Thorough	Good	Needs Coaching	Inadequate
<b>Quality of Work</b> ✓ Student produces work that meets high standards of quality. ✓ Work is accurate and neat.	Excellent	Good	Passable	Poor
<b>Leadership</b> ✓ Influences other students positively. ✓ Makes quality decisions. ✓ Demonstrates high ethics and strong values. ✓ Creates and successfully encourages involvement.	Strong Leader	Needs Some Help	Needs Constant Help	Unsatisfactory
<b>Attendance and Punctuality</b> ✓ Absences ✓ Tardies	Excellent Record	Occasionally	Frequently	Chronically
<b>Attitude</b> ✓ Demonstrates positive attitude toward work, company, and associates. ✓ Is cooperative. ✓ Maintains positive attitude with less desirable tasks.	Always	Frequently	Occasionally	Never
<b>Team Membership</b> ✓ Demonstrates teamwork. ✓ Communicates effectively. ✓ Accepts constructive criticism.	Excellent	Good	Passable	Poor

	4	3	2	1
<b>Judgment</b> ✓ Makes decisions and utilizes working time. ✓ Plans logically to get work done in the best possible manner. ✓ Seeks advice when necessary. ✓ Makes prudent decisions.	Excellent	Good	Passable	Poor
<b>Reliability</b> ✓ Works well under pressure. ✓ Completes assigned tasks in an acceptable and timely manner. ✓ Expends extra effort for complete positive outcome.	Always	Frequently	Occasionally	Never
<b>Flexibility-Adaptability</b> ✓ Learns concepts quickly with little instruction. ✓ Adapts easily to new conditions. ✓ Accepts new ideas?	Excellent	Good	Passable	Poor
<b>Personal Characteristics</b> ✓ Demonstrates honesty and integrity. ✓ Represents school/company well.	Excellent	Good	Passable	Poor
<b>Personal Appearance</b> ✓ Dresses appropriately for the job. ✓ Maintains orderly work area.	Excellent	Good	Passable	Poor
<b>Self-Motivation</b> ✓ Initiates action. ✓ Takes the initiative to complete tasks, even if not assigned.	Excellent	Good	Passable	Poor
<b>Total Column Points</b>	_____	_____	_____	_____
<b>GRAND TOTAL (add all column totals)</b>	_____			

A. To what extent are you satisfied with the student's performance in FBLA or a member of your company/classroom?  
 Exceeding expectations \_\_\_\_\_ Meeting expectations \_\_\_\_\_ Below expectations \_\_\_\_\_

B. In what areas does the student excel in your classroom/school/place of business?

\_\_\_\_\_

\_\_\_\_\_

C. Suggest areas of improvement:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I understand this is a **confidential** evaluation and will not be shared directly with the student. However, general comments may be made to the student about the contents of the combined recommendations.*

Signature

Printed name

Date

**Please mail to Washington State FBLA, 1445 Galaxy Drive NE, Suite 302, Lacey, WA 98515.**

## PROCEDURE

### PRESIDENT, SECRETARY, PUBLIC RELATIONS OFFICER, PARLIAMENTARIAN, AND NATIONAL OFFICER APPLICANTS:

- \_\_\_\_ 1. Materials are to be submitted for the offices of President, Secretary, Public Relations, Parliamentarian, and national office to the FBLA State Office and postmarked by **March 1**.
- \_\_\_\_ 2. Materials for the offices of President, Secretary, Public Relations, Parliamentarian, and national office will be screened by a committee selected at the January Executive Committee meeting.
- \_\_\_\_ 3. Submission of materials does not guarantee acceptance of candidacy.
- \_\_\_\_ 4. Applicants for the offices of President, Secretary, Public Relations, Parliamentarian, and national office will be notified of candidacy within three weeks of receipt by the State office. Candidates for national office must also complete the national application process.
- \_\_\_\_ 5. Upon notification of candidacy, applicants must write a letter introducing themselves to the FBLA Executive Director.
- \_\_\_\_ 6. **DO NOT BEGIN PRINTING CAMPAIGN MATERIALS UNTIL YOU HAVE BEEN NOTIFIED THAT YOU ARE A CANDIDATE! YOUR CAMPAIGNING WILL OFFICIALLY BEGIN AT STATE BUSINESS LEADERSHIP CONFERENCE IMMEDIATELY AFTER ALL SPEECHES ARE COMPLETED FOR THE OFFICE FOR WHICH YOU ARE RUNNING. CAMPAIGN MATERIALS ARE NOT TO INCLUDE MULTIMEDIA OF ANY TYPE.** "Multimedia" for this purpose is defined as the use of videos, slide and computer presentations. The use of recorded music and unamplified musical instruments will be allowed. Candidates may use only the microphones provided.

### VICE PRESIDENTIAL APPLICANTS:

- \_\_\_\_ 1. Materials are to be submitted for the office of Vice President to the Regional Adviser and Vice President of the applicant's region and postmarked by the winter conference registration deadline.
- \_\_\_\_ 2. Materials for the office of Vice President will be screened by the Vice President and Regional Adviser.
- \_\_\_\_ 3. Submission of materials does not guarantee acceptance of candidacy.
- \_\_\_\_ 4. Applicants for the office of Vice President will be notified of candidacy before the winter regional conference.
- \_\_\_\_ 5. Upon notification of candidacy, applicants must write a letter introducing themselves to the FBLA Executive Director.
- \_\_\_\_ 6. **DO NOT BEGIN SENDING CAMPAIGN MATERIALS UNTIL YOU HAVE BEEN NOTIFIED THAT YOU ARE A CANDIDATE! YOUR CAMPAIGNING WILL OFFICIALLY BEGIN AT STATE BUSINESS LEADERSHIP CONFERENCE IMMEDIATELY AFTER ALL SPEECHES ARE COMPLETED FOR THE OFFICE FOR WHICH YOU ARE RUNNING. CAMPAIGN MATERIALS ARE NOT TO INCLUDE MULTIMEDIA OF ANY TYPE.** "Multimedia" for this purpose is defined as the use of videos, slide and computer presentations. The use of recorded music and unamplified musical instruments will be allowed. Candidates may use only the microphones provided.

## OFFICER EXPECTATIONS

1. All FBLA officers are required to attend Executive Leadership Committee meetings usually held in May or June, the third week in September, the third week in January, and April, typically Friday through Saturday. **Failure to attend required meetings will result in removal from office.** The State President and the State Secretary are expected to attend the Board of Directors meetings as well. Please read the schedule of required meetings and be aware that you must attend all of these meetings, and they will not be rescheduled. No exceptions!
2. All FBLA officers will be expected to adhere to the FBLA Code of Conduct at all times.
3. All FBLA officers must enroll in a credit-generating business education sequenced course throughout the term of office, or have completed a business education sequence as defined by their home district.
4. All FBLA officers will be required to maintain a cumulative 3.0 GPA on a 4.0 scale. Exceptions MAY be made with approval of the Executive Director. Random grade checks may be conducted throughout the term of office by state, regional, or local chapter adviser.

## ADDITIONAL OFFICER INFORMATION

The activities and expenses listed below MAY be incurred by the officer. This list includes, but is not limited to, the following:

### 1. FBLA OFFICER TEAM UNIFORM

The basic officer uniform is a navy blue suit. The color of the accessories will be determined at the May/June meeting of the Executive Leadership Committee. Some (or all) of the cost incurred may be paid by the regions for the Vice President; however, that is a regional decision and varies from region to region. There is no assistance for the President, Secretary, Public Relations Officer, and Parliamentarian.

National officer uniform guidelines are directed by the national office.

Males: Suit jacket or sport coat and pants, dress shirt, dark socks, tie, and dress shoes (additional accessories are optional; however, attire for official functions is based upon approval of the Executive Director or Regional Adviser).

Females: Suit jacket or blazer, skirt, blouse, flesh or navy colored hosiery, and dress shoes (additional accessories are optional; however, attire for official functions is based upon approval of the Executive Director or Regional Adviser).

### 2. TRAVEL

**Attendance to the following meetings and conferences is REQUIRED:**

- ✓ **Executive Leadership Committee meetings:** (usually May or June, the third week of September, the third week of January, and April). All expenses for food and lodging are covered by the state organization.
- ✓ **Regional Conferences:** For Vice Presidents, presiding over your own region is mandatory. For other officers, attending one regional conference is mandatory. Additional regional conferences, while recommended and encouraged, are optional and must be approved by the regional adviser in the region to be visited prior to travel. If prior approval is not granted, payment of expenses will not occur.

**Attendance at the following meetings and conferences is RECOMMENDED; though optional, attendance is strongly advised.**

- ✓ **National Leadership Conference (NLC):** This conference is usually held at the end of June through the first part of July. The conference generally rotates among major U.S. cities. The President's travel is funded by the state organization for the National Leadership Conference.
- ✓ **National Fall Leadership Conference (NFLC):** This conference is held in various cities during the month of October or November. Washington State typically attends the WESTERN REGION.

### **3. STATE BUSINESS LEADERSHIP CONFERENCE EXPENSES**

**Travel Expenses:** All expenses for food, lodging, and travel are covered for the current officers by the state organization, as determined by the Executive Director. Officers are required to arrive at the conference site on the Wednesday preceding the conference.

**Formal Attire:** Formal wear for the closing session is the responsibility of the officer. The colors will be decided at the September meeting.

### **4. MISCELLANEOUS OFFICER EXPENSES**

As FBLA State Officers represent their local high schools as well as FBLA, it is expected that reasonable postage and phone charges will be paid by the school. However, if circumstances prevent this, the following policy will apply.

**Postage:** Vice Presidents conducting regional business will have postage paid by the regional accounts upon prior approval of the Regional Adviser. Vice Presidents, President, Secretary, Public Relations, and Parliamentarian conducting state business will have postage paid by the state accounts upon prior approval of the Executive Director.

**Telephone Bills:** Officers will conduct minimal business at home, making maximum use of school phones, e-mail, and mail to conduct business. Vice Presidents, while conducting regional business, may have reasonable telephone bills paid by the regional accounts. All officers conducting state business may have telephone bills paid by state FBLA accounts. If it is necessary to make telephone calls, the calls must be kept as brief as possible and be of a business nature. The recommended form of communication is e-mail.

**Business Cards:** One set of 250 business cards will be provided for state officers. Additional cards may be printed at the officer's expense if requested. All business cards are to be ordered by the state office.

**Officer Guard and Emblem:** The state organization will provide these for each officer. Replacements must be purchased by the officer.

**Name Badges:** The state organization will provide these for each officer. Replacements must be purchased by the officer.

### **5. OFFICER TIME REQUIREMENTS**

**Time away from school:** There is a minimum of one school day for the May/June, September, and January meetings. The State Business Leadership Conference in April will require three school days. Regional conferences are additional days. It is the student officer's responsibility to make arrangements with the principal or other district official for the days to be missed and with instructors for homework and other assignments.

**ACKNOWLEDGEMENT STATEMENTS**

This page is to be signed by the applicant, parent(s) or guardian(s), principal, and local adviser, and submitted with the other required items in the applicant's packet.

I acknowledge that I have read and understand the information presented above.

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Name of Applicant (Typed or Printed)	Signature	Date
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Applicant's Parent/Guardian (Typed or Printed)	Signature	Date
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Applicant's Parent/Guardian (Typed or Printed)	Signature	Date
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Applicant's Principal (Typed or Printed)	Signature	Date
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Applicant's Chapter Adviser	Signature	Date
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Applicant's Chapter Adviser	Signature	Date
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## FINANCIAL REPORT FORM FOR STATE OFFICER CANDIDATES

\* Submit this form at candidate orientation meeting at State Business Leadership Conference.

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

School: \_\_\_\_\_

School Phone: \_\_\_\_\_

Adviser: \_\_\_\_\_

I am a candidate for the office of: \_\_\_\_\_

A. Please list all out-of-pocket expenses (not to exceed \$50) spent on your campaign. Include printed literature, labor, buttons, pens, postage, telephone expenses, and anything else for which you have paid.

<u>DESCRIPTION</u>	<u>AMOUNT SPENT</u>
<i>Example: 1,000 pencils</i>	<i>\$20.00</i>
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL OUT-OF-POCKET EXPENDITURES:</b>	<b>\$ _____</b>

B.<sup>1</sup> Please list any donations other than money to your campaign from outside sources. These are not included in your \$50 out-of-pocket sum. This includes any item or service purchased by someone else on your behalf.

<u>DONOR</u>	<u>ITEM</u>	<u>AMOUNT</u>
<i>Example: Square Pizza Company</i>	<i>400 magnets</i>	<i>\$20.00</i>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
<b>TOTAL OF DONOR EXPENDITURES:</b>		<b>\$ _____</b>
<b>GRAND TOTAL OF EXPENDITURES:</b>		<b>\$ _____</b>

<sup>1</sup>Monetary donations must be reported as items purchased

