



Oklahoma FBLA-PBL

State Officer Candidate Guide

2022-2023

Intent to Run for State/National Office

Submit this completed form with the other components to the Oklahoma FBLA-PBL Online State Officer Candidate Application. <https://oklahomafblapbl.org/state-officer-application/>

| | |
|----------------------|--------------------------|
| Student Name: _____ | Grade in School: _____ |
| Email Address: _____ | School Name: _____ |
| Age: _____ | Birthdate: _____ |
| GPA*: _____ | Years in FBLA-PBL: _____ |

*2.75 GPA minimum. Official transcript will be required with full application.

I understand that I must complete the remainder of the application package as outlined in the State Officer Candidate Guidelines to be officially on the ballot for a state officer position during the 2022-2023 school year. I understand as a state officer, I must be enrolled in a credit-generating business education sequenced course or have completed a business education sequence as defined by my district.

OFFICER ELECTION PROCESS

All applicants will complete the following process to run as a State Officer Candidate:

1. Complete Application – Parent/Guardian Signatures only required for FBLA/ML students.
2. Attend a State Officer Candidate Orientation at SBLC
3. State Officer Candidate Virtual Interview prior to SBLC scheduled March 14-17 with your adviser, if applicable
4. Present Candidate Speech during Opening Session of SBLC
5. Answer On-Stage Question in the Opening Business Session of SBLC

Officer Candidates will not be elected/run for a specific position on the State Officer Team but run to be elected to the team. Officer positions will be slated thereafter.

There are three (3) state officer positions available for the 2022-2023 State Officer Team. Of these three positions, if there is no representation from one of the divisions (FBLA or PBL), then a 4th officer will be appointed from that division.

PLEASE NOTE

- ✓ All candidates are required to attend the State Leadership Conference.
- ✓ In addition to this application and forms, each candidate must include the following:
 - Current transcript with GPA highlighted
 - Resume, including qualification for office (not to exceed two pages)
 - Two letters of recommendation (Chapter Adviser and one other)
- ✓ All applications must be received by **12:00pm on February 28, 2022.**
- ✓ Send any questions and/or submit your application, scan, and send all files to: statedirector@oklahomafblapbl.org

State/National Officer Applicant Questionnaire

Type and submit the following questions with your application packet. This is your opportunity to explain further anything that makes you the best candidate for your desired position. Answers must be as complete as possible. No more than 2 paragraphs per answer to any one question.

| | |
|---|--|
| <p>Why do you wish to become a state officer of Oklahoma State FBLA-PBL?</p> | <p>What do you believe will be the primary duties of an officer?</p> |
| <p>How do you plan to schedule your time to accomplish these tasks?</p> | <p>Explain the time commitment involved, including time away from home and school, in the office you seek.</p> |
| <p>How have you helped promote FBLA-PBL in your local chapter?</p> | <p>From a personal standpoint, what has being a FBLA-PBL member done for you?</p> |
| <p>If elected, what projects would you encourage the state officer team to consider in order to enhance FBLA-PBL and why?</p> | <p>What would you like to learn as a leader, when you become a state officer?</p> |

"I confirm the statements above are my own and materials I am submitting for candidacy are accurate and correct to the best of my knowledge. I agree to uphold the Creed of FBLA-PBL, and to do my best work possible to represent my Office, Chapter, Region, and the State of Oklahoma in my activities as a State Officer."

Student Applicant Signature

Date

I agree to have my responses made anonymously available for
publicity purposes:

Initials

I agree to have photos of me used in website and marketing materials
if elected:

Initials

Submit applications to: statedirector@oklahomafblapbl.org

If you have any questions, please contact the Oklahoma FBLA-PBL State
Director: statedirector@oklahomafblapbl.org

Thank you!

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STATE & NATIONAL OFFICER CANDIDATE AGREEMENT INFORMATION SHEET

Purpose:

Becoming an Oklahoma FBLA-PBL State Officer requires a commitment on the part of all parties concerned. To make that commitment, each party must understand the responsibility to this leadership training experience. 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 required. Failure to attend any of these meetings will result in their removal from office, except for emergencies/unsafe traveling conditions. It should also be understood that an officer may be removed from office if he/she fails to comply with state officer responsibilities/assignments, for failure to participate in activities, and for conduct which would reflect negatively on Oklahoma FBLA-PBL or the State Officer Team.

If elected, the candidate agrees to:

1. Perform to the best of his/her ability the duties of the elected office.
2. Maintain an un-weighted GPA of 2.75 or better based on a 4.0 scale during their term of office. The State President (FBLA and PBL) must maintain a 3.0 GPA or higher based on a 4.0 scale during his or her term of office.
3. Attend and participate in **ALL** activities scheduled by the Oklahoma Association of FBLA-PBL including, but not limited to state officer meetings, state officer training, and 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 and State Adviser, I fail to fulfill my responsibilities and obligations of office, and/or I violate the Oklahoma FBLA-PBL Student Code of Conduct, I can be removed from office."

State officers are strongly encouraged, but not required, to attend the following conferences: **National Fall Leadership Conference** and **National Leadership Conference**.

Oklahoma FBLA-PBL will pay all expenses for required activities. Please note that while Oklahoma FBLA-PBL pays most travel expenses, some extra expenses will be the responsibility of each state officer (meals during travel to and from meetings and personal spending money). If an officer attends either of these conferences, he/she will be expected to fully participate in all conference activities as instructed by state staff.

The Parent(s)/Guardian(s) Agree To:

1. Authorize state officer to visit Oklahoma schools and participate in all Oklahoma FBLA-PBL chapter activities, state officer meetings, and other official officer duties for the purpose of conducting official FBLA-PBL state officer business.
2. Encourage the state officer to take full benefit of the leadership development experience.
3. Authorize the state officer's name/likeness in publications, productions, promotions, and on websites for informational, promotional, and other related purposes without further consideration.

STATE & NATIONAL OFFICER CANDIDATE AGREEMENT SIGNATURE FORM

Adviser(s) and All School Officials Listed Below Agree To:

1. Recommend for state office only those candidates who are qualified. (See qualification information provided.)
2. Host meetings, when possible, of the state officers upon request of the State Director.
3. Ensure the candidate's attendance at all required Oklahoma FBLA-PBL activities.
4. Permit the candidate to visit Oklahoma schools and participate in FBLA-PBL chapter activities for the purpose of conducting official FBLA-PBL state officer business.
5. Certify that the candidate has earned a GPA of 2.75 (4.0 base) or better for the term preceding the election and that officer maintains this during their term of office. The State President has earned a 3.0 GPA (4.0 base) or better for the term preceding the election and maintain this during their term of office.
6. Read the State Officer Candidate Agreement and State Officer Code of Conduct Agreement and discuss its implications with the student.
7. Host an affiliated FBLA-PBL chapter at your school.
8. Participate in the Oklahoma State Executive Council (the local adviser to a state officer is an ex-officio member of this Council).

Candidate Signature¹

Candidate Name, Printed

Date

Chapter Adviser Signature

Chapter Adviser, Printed

Date

Parent/Guardian Signature

Parent/Guardian, Printed

Date

High School Administrator Signature

High School Administrator, Printed

Date

Athletic Coach(es) Signature

Athletic Coach(es), Printed

Date

Candidate Employer(s) Signature

Candidate Employer, Printed

Date

¹ If you change schools, jobs and/or sports at any time during your state officer year and signatures above are not complete and current; this document must be signed again and resent to Oklahoma FBLA-PBL.

STATE & NATIONAL OFFICER CONDUCT AGREEMENT

This applies for the full term of office

FBLA-PBL and related programs offer training to students with career objectives in the fields of business, management, entrepreneurship, and technology, among many other fields. Because individual conduct and appearance is an aspect of this training, it becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of this conduct code will not be tolerated and may result in disqualification from competition, being sent home at the individual parent and/or guardian expense, removal from FBLA-PBL office, forfeiture of awards, suspension from future FBLA-PBL activities, and/or other appropriate measures.

1. Participants must abide by all rules and regulations of FBLA-PBL, appropriate school district policies, and applicable laws and ordinances from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
2. There shall be no defacing or stealing of property. Any damages to any property or furnishing must be paid or replaced by the individual or chapter involved. Violators may be referred to the police and sent home.
3. No narcotics in any form shall be possessed or used by participants at any time, under any circumstances. Violators will be referred to the school administrator, police authorities and sent home.
4. No alcoholic beverages shall be possessed or used by any participant regardless of age at any time, under any circumstances. Violators will be referred to the school administrator, police authorities and sent home.
5. Possession of weapons and/or any action causing bodily harm or fear of life will not be tolerated. Violators will be referred to the school administrator, police authorities and sent home.
6. Student use of tobacco products will not be permitted from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
7. Officers will fully participate in all conference general sessions (such as opening and awards) and assigned activities as instructed by state staff. (Including workshops, competitive events, meetings, etc.)
8. Participants should keep their adult advisers informed of their activities and whereabouts at all times. Identification badges are to be worn at all appropriate times.
9. Students of the opposite sex shall not be permitted to be in the same room unless the door is fully open so that someone in the hall may have a clear view into the room or the adviser is present.
10. Inappropriate sexual conduct and/or behavior is prohibited.
11. The dress code will be followed at all times.
12. Participants in the presence, and/or having direct knowledge (not hearsay or rumor) of conduct violations must immediately separate themselves from the situation and report the violation to their adviser. Failure to do so will be viewed as the equivalent to participating in the transgression.
13. Minimum penalties for violations of this conduct code may be imposed at the discretion of the adviser, state management team, and/or the Board of Advisers. Additional penalties may also be imposed at the discretion of the chapter adviser and/or school officials according to individual school district policies and guidelines.

Student Signature

Date

Parent/Guardian Signature

Date

STATE & NATIONAL OFFICER TRAVEL FORM

Event or Meeting Description: **All State Officer Responsibilities during Term in Office**

Student Name: _____ Phone: _____

School Name: _____ Phone: _____

All students must adhere to their local school district's student transportation policy and procedures. Please attach a copy of the district policy and forms pertaining to student travel for this event and complete the form below. All travel must be pre-approved before each event.

____ The above-named student may drive herself/himself to the above function as part of her/his official responsibilities. All travel must be pre-approved before each event by the State Director.

____ The above-named student will be allowed to ride with representatives of the state association or its agents/contractors to get to or during the above function as part of her/his official responsibilities.

By signing below the parties agree to abide by all policies and information included this form:

As a school district official, my signature below verifies that the above modes of transportation are not in violation of the _____ School District student transportation policy.

School Administrator Signature

Date

I agree to adhere to the above-named school transportation policy and modes of transportation.

Student Signature

Date

I agree to allow my child to use the above-named mode(s) of transportation and give permission for my child to attend this meeting.

Parent/Guardian Signature

Date

School Administration Statement of Support

For School Sponsored Chapters (not Virtual Chapters) Oklahoma FBLA-PBL State/National Officer Candidate Application

Candidates need to secure the official endorsement of their FBLA-PBL chapter adviser and school administrator as an officially supported state officer candidate.

I understand that **FBLA-PBL** is a national and state sponsored organization officially endorsed by the U.S. Department of Education as a co-curricular, integral part of Business Education instruction and program.

I understand that _____ (candidate name) has been officially endorsed by our school's FBLA-PBL chapter, our FBLA-PBL chapter adviser, and his/her parents/guardians to seek Oklahoma FBLA-PBL State Office.

I understand that if the above-named student is elected to serve as a state officer that he/she will be required to attend meetings, leadership conferences, and education activities that occur during the regular instructional period.

Our school agrees to maintain an active local FBLA-PBL chapter and chapter adviser/Business Education teacher during the above-named student's term of service as an Oklahoma FBLA-PBL State Officer.

Our school agrees to support the above-named student's duties and responsibilities as an Oklahoma FBLA-PBL State Officer including approval of absences and providing chaperone(s) for Department of Education or Oklahoma FBLA-PBL official functions. We also understand that it is the local chapter's responsibility to comply with any school district policies and practices regarding a state officer's participation in Oklahoma FBLA-PBL official functions.

I understand that serving as an Oklahoma FBLA-PBL State Officer is a position of high honor and important responsibility to our school, community, and the citizens of Oklahoma. Our school pledges to work in partnership with the Oklahoma Department of Education and Oklahoma FBLA-PBL to ensure the success of the above-named student's leadership, academic, and career pursuits while serving as a state officer.

AUTHORIZED BY:

Print Name of Administrator

Print Name of Adviser

Print Title of Administrator

Print Title of Adviser

Signature of Administrator

Signature of FBLA-PBL Adviser

State/National Officer Emergency Medical Treatment AND Authorization Form

Name of Student: _____ Date: _____
 Home Address: _____ Home Phone: _____
 Parent/Guardian Daytime Phone Number: _____ Evening Number: _____
 Name of High School: _____ School Phone: _____
 Name of Activity: **All FBLA-PBL Sponsored Activities – April 2022-April 2023**

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

I authorize the above-named adviser or FBLA-PBL staff to secure the services of a doctor or hospital for the *above-named student*. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

My student and I have read and agree to abide by the Oklahoma FBLA-PBL State Officer Conduct Agreement. I also agree that the school officials, the FBLA-PBL chapter advisers, and the state FBLA-PBL staff have the right to send my student home from the activity at my expense, provided that in their opinion the seriousness of the violation warrants it.

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

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