



NEVADA FBLA

# OFFICER CANDIDATE GUIDE

2011-2012

Dear Dedicated FBLA Members:

**CONGRATULATIONS!** The decision to serve as a Nevada FBLA State Officer or seek National Office is one that sets a person apart as one of the most dedicated and driven leaders in our organization. State officers serve as the State Executive Council and represent Nevada FBLA to businesses leaders, education officials, community partners and most importantly the state membership.



Running for office and serving as a State Officer will be a positive, life-shaping opportunity. The *Nevada FBLA State Officer Election Guide* details the important issues of State Officers and provides the specific election process, procedures, and applications.

**All applications for Nevada State Office or National Office are due by March 9, 2012.** Candidates seeking a National Office must contact the National FBLA association (download applications at [www.fbla-pbl.org](http://www.fbla-pbl.org)) and obtain the National Officer Candidate Guide and submit the required application to the **state office** by the March 9th deadline as well.



It has been said that "in order to succeed we must first believe we can." Nevada FBLA believes in you and we are eager to assist you in running for state or national office. Please contact the Nevada FBLA Management Team or State President with any questions.



Our best wishes for great success!

NEVADA FBLA STATE OFFICERS & STATE MANAGEMENT TEAM

Vivian Lee  
State President  
Nevada FBLA

Mike Oechsner  
Executive Director  
Nevada FBLA-PBL

Danielle T. Tuason  
State Director  
Nevada FBLA-PBL

**Nevada FBLA-PBL  
State Business Leadership Conference 2012  
State Officer Candidate Packet 2012-2013**

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## Duties and Responsibilities

All state officers are required to perform all duties as prescribed in the Nevada FBLA bylaws and perform the following duties as outlined by each position:

### ***Duties of the State President***

- ▽ Preside over and conduct all State Executive Council meetings and all conferences held in Nevada FBLA according to Parliamentary Procedure.
- ▽ Appoint committees and serve as an ex-officio member of all appointed committees.
- ▽ Ensure the Nevada FBLA State Bylaws are current and consistent with National FBLA bylaws.
- ▽ Fulfill all of his/her State Officer responsibilities as outlined in the Nevada FBLA Articles of Incorporation and Bylaws.
- ▽ Perform other duties for the promotion and development of local, regional, state, and national FBLA.
- ▽ Lead the State Officer Team to successfully completing the State Officer Program of Work.
- ▽ Report on Nevada FBLA to the FBLA National President and Western Region National Vice President.
- ▽ Ensure the State Chapter Annual Business Report is completed and submitted to National FBLA in a timely manner.



*State Officers lead Nevada FBLA's March of Dimes partnership each year. More than \$16,000 was raised by Nevada FBLA in 2006-07.*

### ***Duties of the Executive Vice President***

- ▽ Run for national office if successfully approved as a national officer candidate.
- ▽ Complete specific projects as outlined in the State Officer Program of Work.
- ▽ Serve as the project lead for the State Service Project, March of Dimes.
- ▽ Assist the State President in providing support to Nevada FBLA state and local leaders.

***Duties of the Regional Vice Presidents***

- ▽ Assist the State President in promotion and development of FBLA in the geographic region he/she was elected to serve.
- ▽ Correspond with chapters in his/her geographic region on a regular basis (at least monthly).
- ▽ Coordinate and plan regional meetings and events that strengthen the development and growth of chapters in their respective region (management of regional events is up to the individual region and state officer, not Nevada FBLA-PBL)
- ▽ Perform other duties for the promotion and development of local, regional, state, and National FBLA.
- ▽ Appoint and work with Regional Action Team to accomplish State Officer Program of Work within the respective region to local chapters.
- ▽ Complete all assignments as agreed upon in the State Officer Program of Work.



*State Officers in the Stratosphere during their orientation meeting in Las Vegas.*

***Duties of the Vice President of Membership***

- ▽ Responsible for all aspects of Membership Recruitment including sending weekly updates on Nevada's progress to the State Officer Team and drafting quarterly reports on chapter membership outreach to the officer team and Nevada Board of Directors.
- ▽ Manage active chapter status.
- ▽ Compare the previous year's membership to current year's membership and schedule officers for chapter visits.
- ▽ Provide ideas for existing chapters to retain and recruit members.
- ▽ Help start-up new chapters throughout Nevada's three regions.

***Duties of the Vice President of Service***

- ▽ Responsible for outreach, goal setting, and strategic development with local chapters for charitable contributions.
- ▽ Arranges charitable activities at the State Business Leadership Conference.
- ▽ Coordinates partner workshops at all state sponsored events.
- ▽ Works closely with the March of Dimes and providing ideas for chapters to fundraise for Nevada FBLA's service partner.
- ▽ Comes up with a Service in Sync, state-wide project for the Tuesday of FBLA-PBL Week.

***Duties of the State Vice President of Public Relations***

- ▽ Publish and distribute four to six (4-6) *SilverNotes* state newsletter as determined by the State Executive Council.
- ▽ Editor of the State Chapter Annual Business Report, due March 1.
- ▽ Send articles on state activities to be published in the *Tomorrow's Business Leader*.



- ▽ Publish news articles received by chapters.
- ▽ Serve as the primary public relations person for Nevada FBLA.
- ▽ Perform other duties for the promotion and development of local, regional, state, and national FBLA.
- ▽ Prepare the annual Nevada FBLA State Scrapbook and update historical documents.

***Duties of the State Vice President of Media***

- ▽ Must have personal and/or school resources that provide access to a digital camera, digital video camera, and editing software and hardware that can be taken to state chapter events.
- ▽ Take digital pictures of Nevada FBLA events and activities to be used online and in state publications.
- ▽ Must attend the National Leadership Conference, the National Fall Leadership Conference, and at least two Fall Leadership Extravaganzas (the state association covers costs for the Fall Leadership Extravaganza).
- ▽ Creates the Code of Conduct Video for the State Business Leadership Conference.
- ▽ Creates a promotion video for Nevada's Service in Sync.
- ▽ Serves as the Nevada social media guru, updating the Nevada Facebook page, Twitter account, YouTube channel and blog.

***Duties of the Local Chapter Advisor to State Officers***

- ▽ Ensure that State Officers have safe and reliable transportation to all required meetings and events.
- ▽ Ensure that State Officers comply with all district and school policies regarding absences, travel, grades, and chaperones.
- ▽ Serve as the primary contact between parents, school officials, and the State Officer.
- ▽ Accompany the State officer and/or provide acceptable chaperonage for all Executive Council meetings, conferences, or any other activity during which the State Officer is acting in his/her official capacity and chaperones are required by the School District.
- ▽ Oversee the duties the State Officer and maintain regular communication with the State Officer Coach on matters concerning the success and activities of the State Officer.
- ▽ Review the State Officer's correspondence.
- ▽ Provide guidance, recommendations, and advice regarding the operations, decisions, and direction of Nevada FBLA.
- ▽ Participate in the successful administration of the Fall Leadership Extravaganzas, regional events, and State Business Leadership Conference.
- ▽ Contact the State Officer Coach regarding questions, circumstances, or recommendations that impact State Officer performance.

## Qualifications and Procedures

### *Candidate Qualifications*

1. All candidates must:
  - ▽ Have at least one full year remaining in his/her high school program.
  - ▽ Have a cumulative 2.5 GPA and maintain that GPA throughout term in office.
  - ▽ Be an active dues paying member during his/her term of service.
  - ▽ Have taken or currently be enrolled in a business course or its equivalent.
  - ▽ Agree to take a business class during his/her term of service.
  - ▽ Be recommended by the local chapter advisor and endorsed by his/her chapter.
  - ▽ Agree to achieve Business Level of Business Achievement Awards by end of term; if already achieved Business Level, candidates agree to advance one level higher.
  - ▽ File a completed State Officer Application with the State Advisor by the date indicated in official campaign literature published by Nevada FBLA.

Additional qualifications for select positions:

- ▽ Executive Vice President: Must intend to run for FBLA national office.



*Candidates running for non-appointed positions will give a speech in front of the Nevada FBLA state delegation.*

2. All candidates seeking the offices of Vice President of Service, Vice President of Public Relations, and Vice President of Media must submit examples of their work to be considered for each office (publications, videos, service projects, etc.). These materials will be reviewed before the current elected State President appoints each respective position.
3. Candidates for national office must run for Executive Vice President and submit the completed National Officer Application to the State Officer Coach postmarked by the date indicated in official campaign literature issued by Nevada FBLA.
4. Candidates for office will be interviewed at the State Business Leadership Conference.
5. Candidates for non-appointed positions will campaign at the State Business Leadership Conference and have an exhibit booth to share information and promote the candidate (except Parliamentarian).
6. Candidates for state-wide and non-appointed positions will present a three-minute speech before the Nevada FBLA delegation at the Recognition Session & Campaign

Rally and regional vice-president candidates will present a three-minute speech before the regional delegation at their respective Regional Meeting. Candidates may be introduced by a campaign manager/spokesperson.

7. Candidates for state-wide and non-appointed positions will participate in a question and answer caucus of the voting delegates at the State Annual Business Meeting or the Recognition Session & Campaign Rally. All State Officer Candidates will each take turns being the first to answer questions of the voting delegates.
8. State Voting Delegates will cast ballots for any national officer candidate and state-wide officer candidates at the State Annual Business Meeting. Local Chapter Voting Delegates will elect Region Vice Presidents at the Voting Session.
9. Election results will be announced at the State Chapter Annual Business Meeting.
10. Newly elected State Officers and their local chapter advisor will participate in a State Officer Orientation following the announcement of election results.
11. Newly elected State Officers will be officially installed at the Awards of Excellence session.



*A campaign manager introduces his candidate for State Office at the Opening General Session.*

### ***Election Procedures***

- ▽ The elected offices available are State President, Executive Vice President, Vice President of Membership and the Regional Vice Presidents (3).
- ▽ The appointed offices available are State Vice President of Service, State Vice President of Public Relations, and State Vice President of Media. These positions will be appointed by the current State President. Candidates for State Vice President of Service, State Vice President of Public Relations, and State Vice President of Media **do not** present a speech or prepare an exhibit booth. Candidates **must** follow all other candidate guidelines including test, interview, orientation, and application.
- ▽ All leaders seeking state or national office in Nevada must complete the official application form and submit their application by the stated deadline.
- ▽ All officer candidates will take the State Officer Candidate Test on basic FBLA information, leadership, current business news and parliamentary procedure. Test results will be posted near the campaign booths.

- ▽ All officer candidates will be interviewed at the State Business Leadership Conference.
- ▽ All elected officer candidates will have the opportunity to have an exhibit booth to promote their campaign. No electrical assistance will be provided to candidates. Booths assignments will be selected at random by an impartial person.

NOTE: All State Officer candidates and their campaign manager and advisor are responsible for ensuring the cleanliness and professionalism of the campaign area. Stickers, handouts, brochures and materials must be picked up and kept in an orderly fashion. Noise, music, and cheers must be at an appropriate level. Respect for the conference facility and other guests using the same location is mandatory! Candidates found not adhering to this policy may be disqualified or the entire campaign area may be closed down until it is in a neat, professional, and orderly fashion.



*State-wide candidates answering delegate questions.*

- ▽ Candidates and their campaign manager will be able to speak for a total of three minutes at the State Business Leadership Conference (this includes any set up time of props, music, or materials). Nevada FBLA reserves the right to prohibit or stop campaign speeches that are deemed inappropriate or unprofessional. Any request for additional audio/visual support (e.g. PowerPoint presentations, music, etc.) must be approved by the State Advisor prior to the State Business Leadership Conference.
- ▽ All elected candidates for office must participate in the question and answer caucus with voting delegates at the State Business Leadership Conference. Any active member of the region may participate in asking appropriate questions.
- ▽ All elected candidates for State Officer shall be voted upon by secret ballot at the Voting Session at the State Business Leadership Conference.
- ▽ Election of officers shall be determined by a majority vote of the voting delegates.
- ▽ The newly elected State Executive Council will be installed at the Awards of Excellence Ceremony at the State Business Leadership Conference.
- ▽ Newly elected and appointed State Officers and their local chapter advisor must participate in the State Officer Orientation following the State Chapter Annual Business Meeting.
- ▽ Newly elected State Officers assume the year of service at the close of the State Business Leadership Conference at which they were elected.

### ***Application Deadline Extension Procedure***

If no application is received for a particular state office by the published deadline, the deadline may be extended. If no further qualified applications are received, the position may be filled by appointment by the current elected State President with approval of the State Executive Council and State Advisor following the State Business Leadership Conference. Nevada FBLA reserves the right not to appoint unfilled state officer positions.

### ***Procedure for Determining Voting Delegates***

#### ***State Voting Delegates***

Each active local chapter in good standing shall be entitled to send two (2) voting delegates and one alternate from its active membership to the State Business Leadership Conference.

These voting delegates will be called State Voting Delegates and will vote only for state-wide officer positions, national officer candidates, and business brought before the State Annual Business Meeting. State Voting Delegates may also serve as Local Chapter Voting Delegates.

#### ***Local Chapter Voting Delegates***

The membership attending each Regional meeting shall vote on all business brought before it, with the exception of the election of Regional Vice-Presidents. Each local chapter of the respective region will be allocated votes in the manner shown below for the election of Region Vice-Presidents:

20 members and less	2 delegates
21-50 members	3 delegates
51-100 members	4 delegates
101-150 members	5 delegates
Each additional 50 members shall have one additional vote	



*Candidates introducing themselves to each other at the Candidate Briefing on the first day of SBLC.*

#### ***Meeting Requirements***

All State and Local Chapter Voting Delegates must attend the State Annual Business Meeting and Voting Session at the State Business Leadership Conference.

All Voting Delegates will participate in the state caucus during the State Annual Business Meeting and may ask appropriate questions of state officer candidates during the question and answer session.

#### ***Campaign Questions & Eligibility***

Questions regarding campaign procedures or candidate eligibility must be directed to the State Management Team.

## Campaign Tips

It is never too early to start planning! Make sure you schedule specific tasks that need to be done so that the ideas and plans will be accomplished in a neat and thorough manner. By having a set schedule and sticking to it, all campaign materials will be finished before the date of campaigning and there won't be a mad rush at the last minute.

Campaigning is what you make of it. Campaign as if you are running against the ideal candidate and give the members your best effort!

- ▽ Have a theme that will be easy to build ideas on and which will have a positive, memorable effect on the delegates.
- ▽ Integrate the campaign theme throughout the campaign speech.
- ▽ Develop a fact sheet or brochure to state the candidate's qualities, ideas, and goals.
- ▽ Make posters or other means of catching attention.
- ▽ Have the candidate visible and prepared to talk to people and answer questions.
- ▽ Have candidates' local chapter members visible at the campaign table to show their support.
- ▽ Choose a dependable person from your chapter to serve as your campaign manager. Select a committee to organize your campaign and your campaign table.
- ▽ Develop a campaign budget and stick to it.
- ▽ Practice your campaign speech in front of others.
- ▽ Keep the campaign area clean during your campaign. Failure to pick up all campaign items will result in possible disqualification or closing of campaign tables.
- ▽ Develop a list of caucus questions, write down your answers and practice your responses. Consider holding mock caucus with your chapter to prepare for the live session in front of hundreds of members at the State Business Leadership Conference.



*"Sail to Success." Campaign booths should be visually appealing, colorful, and integrated with the theme.*

- ▽ Study FBLA materials to prepare for your Candidate Test! Remember, scores will be posted for all voting delegates to review.
- ▽ Do not use any structures over your campaign table.
- ▽ 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 Nevada FBLA and National FBLA website in order to increase your knowledge of programs and information.



*Brochures are a great campaign resource to let members know more about you, your platform, and your experience.*

- ▽ Remember, no electricity will be supplied for booths. Batteries must power any equipment.
- ▽ Get your school and community involved in the campaign. Secure donations, giveaways, and items to use in your campaign.
- ▽ Be an awesome local chapter member, participate in state and national projects, and attend events to learn everything about FBLA!

## Application Instructions

Candidates for state office must submit the following required documents and forms in a file folder by **March 9, 2012**:

### *Application Checklist*

- ▽ Advisor Checklist
- ▽ State Officer Candidate Information Sheet
- ▽ State/National Officer Candidate Q & A
- ▽ State Officer Candidate Agreement
- ▽ Nevada FBLA Student Code of Conduct
- ▽ School Administration Statement of Support
- ▽ Uniform Form
- ▽ Résumé
- ▽ Current transcript with GPA and Business Class circled in red
- ▽ Letter of Recommendation from Chapter Adviser

### *Submission of Application*

#### ***Send completed application packet to:***

Nevada FBLA  
State Officer Applications  
PO Box 912, Jacksonville, OR 97530  
Fax: (702) 939-9058

### *Application Deadline*

The deadline for Candidate Applications is March 9, 2012. **This is a RECEIPT deadline**, which means the completed application must be received by the Nevada FBLA state office by this date.

#### ***Questions? Please contact:***

Danielle Tolentino Tuason, State Director  
(562) 682-8531 | [statedirector@nevadafbla.org](mailto:statedirector@nevadafbla.org) | Fax: (702) 939-9058

## Adviser Checklist for Meeting with State Officer Candidates & Parents/Guardians

The Chapter Adviser should schedule a meeting with the State Officer Candidate and their parent/guardian and carefully review this checklist and the rest of the State Officer Candidate Packet. Once the adviser has held this meeting and reviewed the checklist it should be completed, signed and dated, and submitted to Nevada FBLA along with the required forms in this packet.

✓	<b>ITEMS TO DISCUSS AND REVIEW WITH YOUR STATE OFFICER CANDIDATE</b>
	Have a frank conversation with the state officer candidate to ensure that they understand the commitments required of state officers. Be sure that they understand that at times they will have to miss out on sporting events or other personal activities in order to fulfill their state officer responsibilities. Officers must recognize that FBLA conferences and events come before other social functions, including athletics and dances.
	Ensure that state officer candidates understand that being a state officer is a privilege and will require their very best effort. If elected, the candidate will be required to devote several hours each week to their state officer responsibilities and will not be allowed to fall behind on state officer duties and responsibilities.
	Talk to the candidate about their involvement in other activities like sports, clubs, work, etc. Be sure that they have fully calculated the time commitment and are prepared to make FBLA a priority if they are elected.
	Set up a plan for the officer to keep the adviser regularly updated about their projects, upcoming responsibilities, and duties of office. The interview panel will ask about this at state.
	Discuss and create a time management plan for when and how the officer will complete their FBLA work each day. Officers should plan to spend about 30 minutes a day (sometimes more) on FBLA work. The interview panel will ask about this at state.
	Ensure the officer has access to internet on a daily basis either at home or through the school. Officers will need access to Gmail for official state officer communications.
	Carefully review this packet with the candidate and be familiar with the rules and guidelines for state officer candidates.
	Ensure that all forms from this packet have been completed.
	Be sure that the candidate understands that while being an FBLA State Officer is an invaluable experience and will be a great accomplishment to highlight on their resume and college applications, that being a state officer should be about their passion for FBLA and desire to be a part of making Nevada FBLA great. This is a real commitment that will require time, effort, initiative, and commitment throughout their term of office.

\_\_\_\_\_  
Chapter Adviser Signature

\_\_\_\_\_  
Date

## State Officer Candidate Information Sheet

### STUDENT INFORMATION

Full Student Legal Name as appears on government ID (First, Middle, Last):	
Student Name as should be listed in official publications, name badges, etc.	Years as FBLA Member (inc. current):
Date of Birth (Necessary for booking flights per TSA Regulations):	Student Cell #:
Student's Email Address:	Year in School:

### PARENT/GUARDIAN INFORMATION

Parent/Guardian's (First and Last Name):	Parent/Guardian's Cell #:
Parent/Guardian's (First and Last Name):	Parent/Guardian's Cell #:
Home Address:	
Parent/Guardian's Email Address:	Home Phone #:

Nevada FBLA will mail meeting memos, invitations, and other correspondence to your parents. Please designate which best fits you:

- I live with both parents at the home address listed above. Please address mailings to both my parents and send to my home address.
- I live with one of my parents/guardians. Please address mailing to \_\_\_\_\_ and send to my home address.
- I live with one of my parents/guardians, but would appreciate you sending correspondence to both. Here is the information for the additional mailing:

Name \_\_\_\_\_ Relation to me \_\_\_\_\_

Mailing Address \_\_\_\_\_

**ADVISER AND SCHOOL INFORMATION**

Adviser Name:	School Name:
Adviser Email Address:	Adviser Cell #:
School Address:	
School Phone:	School Fax:

**STATE OFFICER APPLICATION INFORMATION**

A. Please select the state office you are applying for and remember that VP of Service, VP of Public Relations, and VP of Media are appointed positions:

- |   |   |
|---|---|
| <input type="checkbox"/> President                | <input type="checkbox"/> VP of Media        |
| <input type="checkbox"/> Executive Vice President | <input type="checkbox"/> Eastern Region VP  |
| <input type="checkbox"/> VP of Membership         | <input type="checkbox"/> Northern Region VP |
| <input type="checkbox"/> VP of Service            | <input type="checkbox"/> Southern Region VP |
| <input type="checkbox"/> VP of Public Relations   |   |

B. Please list any FBLA officer positions held:

C. Please list any FBLA awards or recognition received:

## State/National Officer Candidate Q & A

Type on a separate sheet of paper the answers to the following questions. Include your name and chapter name in the top header of each page.

### *For All Applicants*

- ▽ Why are you a member of FBLA?
- ▽ Explain why you want to be a Nevada FBLA State Officer.
- ▽ If elected to State Office, what would be your first priority to achieve?
- ▽ State Office is a major commitment of time, energy, and resources. What arrangements have you made with parents and advisers to ensure you can dedicate adequate time to your commitment? (will you be a chapter officer, serve in other school positions, etc.)

### *For Applicants for Appointed Positions*

If applying for VP of Service, VP of Public Relations, or VP of Media, in addition to completing the questions above and essay question below, you should also submit up to three (3) examples of your work (publications, videos, service projects, etc).

- ▽ In 500 words or less, please answer: What experiences, skill sets and ideas make you the most qualified candidate for your position?

### *For National Officer Candidates Only*

In completing the questions above, you should reference both service at the state and national levels in your responses. In addition, you must respond to one additional item.

- ▽ Which National Office do you intend to seek and what will be the key elements of your national campaign platform?

## Candidate Agreement

### Purpose:

Becoming a Nevada FBLA State Officer requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility to this leadership training experience. In order for a candidate to be eligible for office, all parties indicated *must* sign this agreement. State officer candidates should understand that, if elected, attendance at all state officer meetings and activities is mandatory and that failure to attend any of these meetings will result in their removal from office, with the exception of emergencies/unsafe traveling conditions. They should also understand that they may be removed from office if in the opinion of the State Management Team they fail to comply with State Officer responsibilities/assignments or participate in activities/conduct which would reflect negatively on Nevada FBLA or the State Officer Team.

### If elected, the candidate agrees to:

1. Attend and participate in all meetings (including, but not limited to, state officer meetings, state officer training's, 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 State Director, I fail to fulfill my responsibilities and obligations of office, and/or I violate the Nevada FBLA Student 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 Nevada FBLA the amount expended for my participation during my term in office."
2. Perform to the best of his/her ability the duties of the elected office.
3. Maintain a GPA of 2.5 or better based on a 4.0 scale during their term of office.
4. Participate in ALL activities scheduled by Nevada FBLA including, but not limited to:

May 9-13 2012	Orientation Meeting
Late July 2012	State Officer CTSO Summit
October 2012	Fall Leadership Extravaganza
January 2013	State Officer Winter Summit
February 2013	Legislative Summit
April 2013	State Business Leadership Conference

*In addition to the required state officer events above there will be additional travel required for chapter visits and other opportunities that may arise throughout the year.*

**The Parent(s) and Candidate Agree To:**

1. If elected, authorize the candidate's cell phone number to be printed on his/her official business cards, if applicable, unless alternative arrangements are requested in writing to State Staff.
2. Grant permission to Nevada FBLA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of Nevada FBLA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

**The Parent(s) and Employer(s) Agree To:**

1. Permit the candidate to participate in all scheduled Nevada FBLA activities, State Officer meetings, chapter visits, and other official officer duties.
2. If the student is elected, permit, and in the case of parents, authorize the student to visit Nevada schools and participate in Nevada FBLA chapter activities for the purpose of conducting official FBLA state officer business.
3. Encourage the candidate to take full benefit of the leadership development experience.
4. Attend any scheduled Nevada FBLA activities when they so desire.

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

1. Recommend for state office only those candidates who are qualified.
2. Ensure the candidate's attendance at all Nevada FBLA activities.
3. Permit the candidate to visit Nevada schools and participate in FBLA chapter activities for the purpose of conducting official FBLA state officer business.
4. 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.
5. Read the Candidate Agreement and Nevada FBLA Student Code of Conduct and discuss it with the student.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
High School Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Coach(es) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer(s) Signature

\_\_\_\_\_  
Date

## Nevada FBLA Student Code of Conduct

*The following conduct policies apply to all state officers and will be in effect for the full duration of their term of office. Official conference and activities begin when the officer leaves home for the event and ends when they return home, therefore this code is in effect throughout this entire period of time.*

*"I agree to follow the Nevada FBLA Code of Conduct while I am representing Nevada FBLA as a member of the State Officer Team. I will resign my office if I fail to follow this code"*

### **The following shall be regarded as severe violations of the NEVADA FBLA Code of Conduct:**

Should a conduct code violation occur for item 1 through 7 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees.

- 1. Alcohol, Drugs and Tobacco:** a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the adviser. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
- 2. Curfew:** Committing serious violations of curfew regulations as outlined in item 9 below.
- 3. Willful Companionship:** Being in the willful companionship of someone who violates any portion of the conduct code, or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
- 4. Personal Conduct:** Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.

5. **Serious Violations** of the student conduct code of the school district or school that the student represents.
6. **Private Transportation:** Driving or riding in a private automobile during a conference, unless accompanied by an authorized adviser. (Delegates are to be housed at the conference site) Occasionally a chapter adviser, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to complete a "Permission to use Private Transportation" form to the chapter adviser prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.
7. **Abusive Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

**The following shall be other violations of the NEVADA FBLA Code of Conduct:**

Should a conduct code violation occur for items 8-12 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees or local Adviser.

8. **Conference Conduct:** Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of FBLA or school/district policies 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.
9. **Curfew:** Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.

- 10. Dress:** Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
- 11. Personal Conduct:** Failing to report accidents, injuries or illnesses immediately to the local FBLA Adviser; failing to keep adult advisers informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g., the door may be propped wide open); having a delegate or adviser of the opposite sex in a room without a third person present and the door visibly open.
- 12. Hotel Conduct:** Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e. phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.

**Individual School District Policies may supersede the code of conduct.**

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 Candidate Signature

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 Date

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 Chapter Advisor Signature

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 Date

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 Parent/Guardian Signature

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 Date

## School Administration Statement of Support

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

I understand that **Future Business Leaders of America** (FBLA) is a national and state organization officially endorsed by the U.S. Department of Education and sponsored by the Nevada Department of Education as a co-curricular and integral instructional tool of the classroom.

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

I understand that if the above named student is successfully selected to serve as a State Officer that he/she will be required to attend meetings, leadership conferences, and education activities that on occasion may occur during the regular instructional period.

Our school agrees to maintain an active local FBLA chapter and chapter adviser during the above named student's term of service as a Nevada FBLA State Officer.

Our school agrees to support the above named student's duties and responsibilities as a Nevada FBLA State Officer including approval of absences or providing chaperones for Department of Education or Nevada FBLA 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 Nevada FBLA official functions.

I understand that serving as a Nevada FBLA State Officer is a position of high honor and important responsibility to our school, community, and the citizens of Nevada. Our school pledges to work in partnership with the Nevada Department of Education and Nevada FBLA 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 Adviser

## Uniform Information Form

The state staff will make arrangements for purchasing components of the state officer uniform for all state officers. Please complete the following size chart so that we may order your uniform. To ensure the best fitting, most comfortable and best looking attire, **please have your measurements done by a professional** to prevent delays in ordering and securing uniforms in a timely fashion.

**STATE OFFICER CANDIDATE NAME**

<b>LADIES</b>	<b>GENTLEMEN</b>
<p><u>BLAZER SIZE</u> <i>Circle one size from either the short, regular, or long style of blazer</i></p> <p>Short: 36 38 40 42 44 Regular: 34 36 38 40 42 44 46 48 50 52 54 Long: 38 40 42 44 46 48 50 52</p>	<p><u>BLAZER SIZE</u> <i>Circle one size from either the short, regular, or long style of blazer</i></p> <p>Short: 36 38 40 42 44 Regular: 34 36 38 40 42 44 46 48 50 52 54 Long: 38 40 42 44 46 48 50 52</p>
<p><u>SKIRT/PANT SIZE</u> <i>Circle your preferred skirt/pant style that most commonly fits your physique</i></p> <p>Petite   Regular   Long</p> <p>Indicate your size (#) _____</p>	<p><u>PANT SIZE</u> <i>Indicate waist and length below</i></p> <p>Waist (#) _____</p> <p>Length (#) _____</p>
<p><u>POLO SHIRT</u></p> <p>Small   Medium   Large   XL   XXL</p>	<p><u>POLO SHIRT</u></p> <p>Small   Medium   Large   XL   XXL   XXXL</p>
<p><u>BLOUSE</u></p> <p>Indicate your size (S, L, etc.) _____</p>	<p><u>SHIRT</u></p> <p>Neck Size(#) _____   Arm(#) _____</p>
<p><u>SHOE</u></p> <p>Indicate your size (#) _____</p>	<p><u>SHOE</u></p> <p>Indicate your size (#) _____</p>