



2019-2020

STATE OFFICER CANDIDATE GUIDE



Hello Nevada FBLA Leaders!

As Walt Disney once said, "if you can dream it, you can do it!" Being a State Officer is an experience, a privilege, and an honor. In between one State Business Leadership Conference to the next, a huge transformation occurs. Throughout your term as a State Officer, you'll be able to undergo the ultimate leadership challenge, where you become the leader you aspire to be! In addition to the experience, you will have the privilege to work with March of Dimes, meet with business leaders, and connect with the members of Nevada FBLA-PBL.

Start your leadership challenge by reading through this guide as you *Elevate Your Future* and prepare for a year of *Excellence in Action* if you *Step Up to the Challenge* by using your leadership skills to *Connect* and leave a *Legacy of Leadership*!

Nevada FBLA has a plethora of positions and through this guide; you can find the perfect position for you! Candidates seeking a National Office must contact the National FBLA association (download applications at www.fbla-pbl.org) and obtain the National Officer Candidate Guide and submit the required application to the **state office** by the February 28th deadline.

Dedication, hard work, and passion are all in the Nevada FBLA State Officer job description. The year will be filled with unforgettable memories, hard work, and everlasting friendships. Let your State Officers help you through this process - contact us, request a chapter visit about State Office! And most importantly, always remember Nevada FBLA believes in you!

Mike Oechsner
Executive Director

Carla Boulton
State Adviser



Nevada FBLA-PBL State Officer Candidate Guide 2020

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APPLICATION INSTRUCTIONS

Candidates for State Office must submit all required documents and forms by **February 28, 2020 at 11:59pm pacific time**.

APPLICATION CHECKLIST

- Adviser Checklist
- State Officer Candidate Information Sheet
- State/National Officer Q&A
- State Officer Candidate Agreement
- Letter of Chapter Support
- Nevada FBLA Student Code of Conduct
- School Administration Statement of Support
- Screenshot of BAA Future Level completion from National System
- Current transcript and GPA with business class circled in red

APPLICATION FORM

All forms must be completed and uploaded to this form:

<https://leadable.info/nvfblaofficerapp>

APPLICATION DEADLINE

All materials must be submitted through the form by **11:59pm** pacific time on February 28, 2020.

SCREENING INTERVIEW

Once confirmed as a candidate, each candidate must complete a screening interview prior to the State Conference. These interviews will be held virtually in the evenings of March 10-12. Specific interview times will be provided to candidates after their application has been reviewed and accepted. All candidates must receive a score of 70 or higher on their screening interview to proceed in the election process.

Questions?
Please Reach Out to Carla Boulton, NV FBLA State Adviser
coach@nevadafbla.org
573-281-0459



ELIGIBILITY REQUIREMENTS

REQUIREMENTS FOR ALL POSITIONS

- Have at least one full year remaining in their high school program.
- Have a cumulative/term 2.5 GPA at time of candidacy and maintain that GPA throughout term in office.
- Be an active, dues paying member during their time of service with dues paid by October 20, 2020.
- Have taken or currently be enrolled in a business course or its equivalent.
- Must take or have taken a business-related course.
- Be recommended by their local chapter adviser and endorsed by their chapter.
- Achieved the Future Level of the Business Achievement Awards by March 1 of the year of candidacy.
- During year of office, gain one additional level of the Business Achievement Awards.
- Agree to achieve at least one additional level of the Business Achievement Awards by the end of their term of office.
- Complete all aspects of the application process by the specified deadline.
- Be prepared to provide one black blazer, black dress pants, pair of black dress shoes, and one white collared dress shirt as part of required Uniform.

SPECIFIC REQUIREMENTS FOR EXECUTIVE VICE PRESIDENT

- MUST intend to run for FBLA National Office
- Must submit national campaign materials with state application including:
 - Desired national position
 - Draft of campaign platform
 - Drafts of campaign promotional materials
 - Draft of campaign budget
- Must have achieved LEADER level of the Business Achievement Awards to qualify as a candidate

SPECIFIC REQUIREMENTS FOR VICE PRESIDENT OF SERVICE

- Achieve at least the Community level of the Community Service Awards by March 1

SPECIFIC REQUIREMENTS FOR 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 and/or chapter events



ADDITIONAL REQUIREMENTS

- Candidates seeking offices of the Vice President of Service, Public Relations, or Media must submit examples of their work to be considered. These examples are submitted online as part of the application process and will be used by the appointing committee in their decision.
- All candidates must be prepared to provide one black blazer, black dress pants, pair of black dress shoes, and one white collared dress shirt for their State Officer Uniform.



ELECTION PROCESS – HOW WILL I GET ELECTED?

To be an approved candidate for the upcoming State Business Leadership Conference, you must first submit all required application materials by the deadline and receive a passing score for your screening interview.

There are different selection processes for the State Officer positions, be sure to identify which process the position you are interested in.

ELECTION PROCESS FOR APPOINTED POSITIONS

Vice President of Service, Vice President of Public Relations, and Vice President of Media are appointed positions. These candidates must:

- Provide printed examples of their experience that relates to their position for their final interview at SBLC. (design, photography, service involvement, etc.)
- Have an exhibit booth to promote their campaign. Note: no electrical assistance will be provided to candidates.
- Participate in a final interview at SBLC.
- Be appointed as their position by the interview panel.

ELECTION PROCESS FOR ELECTED POSITIONS

State President, Executive Vice President, and Vice President of Membership are elected positions, along with each Region Vice President. These candidates must:

- Present a three-minute speech before the Nevada FBLA delegation at the Recognition Session & Campaign Rally. Candidates may be introduced by a campaign manager/spokesperson. No visual aids of any kind may be used.
- Have an exhibit booth to promote their campaign. Note: no electrical assistance will be provided to candidates.
 - It is the candidate and adviser's responsibility to ensure the cleanliness and professionalism of the candidate's campaign area. Stickers, handouts, brochures, and any other 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.
- Participate in a question and answer caucus of the voting delegates at the State Annual Business Meeting or the Recognition Session & Campaign Rally.
- Be elected by secret ballot of voting delegates and earn a majority vote.

IF ELECTED



- Newly elected and appointed State Officers must participate in the State Officer Orientation during the State Conference.
- The newly elected State Executive Council will be installed at the Awards of Excellence Ceremony during the State Business Leadership Conference.
- Newly elected State officers assume their year of service at the close of the State Business Leadership Conference at which they were elected.



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. Each member of the State Executive Council is focused on fulfilling and achieving the overall goals of Nevada FBLA by focusing on growth in membership, chapter support, and engagement.

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 as needed 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 State Officer responsibilities as outlined in the Nevada FBLA Articles of Incorporation and Bylaws.
- Lead the State Officer Team to successfully completing the State Officer Program of Work in coordination with the State Officer Coach and State Adviser.
- Report on Nevada FBLA to the FBLA National President and Western Region National Vice President.
- Perform other duties for the promotion and development of local, regional, state, and national FBLA.
- Be a paid/registered FBLA member by October 20
- Participate in Region Success Series
- During year of service, reach one additional level of the BAAs.
- Serve as a member of the Nevada FBLA Board of Trustees

DUTIES OF THE EXECUTIVE VICE PRESIDENT

- Prepare National Officer Application and all campaign materials to be submitted to the state office at the time of State Officer Application.
- Run for National Office if successfully approved as a National Officer Candidate.
- Assist the State President in providing support to Nevada FBLA local leaders.
- Complete specific projects as outlined in the State Officer Program of Work.
- Perform other duties for the promotion and development of local, regional, state, and national FBLA.
- Be a paid/registered FBLA member by October 20.
- Participate in the Region Success Series
- During year of service, reach one additional level of the BAAs.

DUTIES OF THE REGIONAL VICE PRESIDENTS



- Assist the State President in promoting and developing FBLA in the geographic region they are elected to serve
- Work directly with and support Chapter Presidents and other members in geographic region. Correspond on a regular basis
- Coordinate and plan strategies that strengthen the development and growth of local chapter presidents and chapters
- Be a paid/registered FBLA member by October 20
- Participate in the Region Success Series
- During year of service, reach one additional level of the BAAs

DUTIES OF THE VICE PRESIDENT OF MEMBERSHIP

- Work directly with the Regional Vice Presidents to provide Chapter Presidents and chapters with recruitment resources and materials
- Provide resources for existing chapters to retain and recruit members
- Help new Advisers and Chapter Presidents throughout Nevada's three regions.
- Coordinate with Chapter Presidents and Advisers, especially those new to Nevada FBLA, to strengthen participation at local, regional, and state events.
- Be a paid/registered FBLA member by October 20
- Participate in the Region Success Series
- During year of service, reach one additional level of the BAAs

DUTIES OF THE VICE PRESIDENT OF SERVICE

- Responsible for outreach, goal setting, and strategic development with local chapters for charitable contributions
- Actively form partnerships and work with community partners
- Promote CSA involvement and awards
- Provide ideas and opportunities for Chapter Presidents and members to fundraise and/or participate in service
- Coordinate with the Regional Vice Presidents to strategize and develop community service opportunities for local chapters
- Be a paid/registered FBLA member by October 20
- Participate in the Region Success Series
- During year of service, reach one additional level of the BAAs

DUTIES OF THE VICE PRESIDENT OF PUBLIC RELATIONS

- Coordinate all written publications that include, but are not limited too, website articles, social media captions, emails, etc.
- Closely work with the Vice President of Media to create and maintain Nevada FBLA's social media presence
- Collaborate with State Officers to promote resources for membership, service, etc.



- Assist in the development of conference promotion materials
- Prepare and submit articles on state activities to be published in the Tomorrow's Business Leader
- Coordinate with the VP of Media to prepare a digital state recap video with pictures and videos taken at various events throughout the year
- Be a paid/registered FBLA member by October 20
- Participate in the Region Success Series
- During year of service, reach one additional level of the BAAs

DUTIES OF THE VICE PRESIDENT OF MEDIA

- Coordinate all digital communication such as infographics, videos, photos, etc.
- Closely work with the Vice President of Public Relations to create and maintain Nevada FBLA's social media presence
- Support fellow State Officers through the creation of helpful graphics, guides, and other resources that promote their initiatives such as membership, recruiting, service, etc.
- Take pictures at Nevada FBLA events and activities to be used online and in state publications
- Coordinate with Regional Vice Presidents and Chapter Presidents for pictures to be taken of individual chapter activities, members, and successes
- Strategize the development of promotional and informational videos for Nevada FBLA including, but not limited to: Code of Conduct, conference promos and recaps, and other promotional videos for the promotion of state and national FBLA
- Be a paid/registered FBLA member by October 20
- Participate in the Region Success Series
- During year of service, reach one additional level of the BAAs

DUTIES OF THE LOCAL CHAPTER ADVISER TO STATE OFFICERS

- Ensure that State Officer(s) have safe and reliable transportation to all required meetings and events
- Ensure that State Officer(s) 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 their official capacity and chaperones are required by the School District
- Maintain regular communication with the State Officer Coach on matters concerning the success and activities of the State Officer



- Participate in the successful administration of the State Business Leadership Conference
- Contact the State Officer Coach regarding questions, circumstances, or recommendations that impact State Officer performance
- Assist the State Officer Coach in verifying that State Officer(s) meet the minimum GPA at the end of the semester/quarter/trimester
- Ensure that national membership is verified for State Officer(s) and other members by October 20
- Encourage State Officer(s) and chapter participates in Champion Chapter, BAAs, CSAs, and Region Success Series



WHAT IS IT REALLY LIKE BEING A STATE OFFICER?

How much work should I be expecting?

Every month varies as some months are packed with important events and others a less intense period. Be prepared to dedicate at least 3-4 hours every week towards FBLA responsibilities and if you manage your time well, it's completely manageable.

How much money is it going to cost me if elected?

Nevada FBLA invests in the State Officer teams to help them have great experiences while in office, including attending multiple events throughout the year! Officers will provide the following pieces of their uniforms: black blazer, black dress pants, black dress shoes, and a white dress shirt. Nevada FBLA will provide a tie/scarf, nametag, and business cards for each officer.

What is the best part of the job?

The best part of being a State Officer is meeting new people and constantly working to become a better leader and person. You will encounter a lot of challenges as you go through this process, but they are all fantastic growth opportunities. Stepping out of your comfort zone and meeting new people is always scary at first, but you may discover that you are great at it!

What is campaigning like?

Campaigning for office is one of the most stressful, but best, experiences you will have as a State Officer, regardless of your success. You have the chance to reach out and meet so many new people and share with them your ideas for this organization. You spend an entire day talking to new people and creating new connections. If you take away only one thing as a state officer, it will be the connections you have made with so many people, and it is while campaigning that you create so many of these connections.

What should I expect from the experience?

Expect to work hard and gain valuable leadership skills every day that you are an officer. The workload is completely manageable as long as you learn to balance FBLA with other aspects of your life. You will face challenges, but you will overcome them through hard work and persistence. Don't be afraid to seek clarity!

How much traveling is involved?

The State Officers will occasionally travel throughout Nevada and the nation. In addition to the State Officer Meetings and conferences, you will be visiting chapters in your area.

Who do I contact when I have questions?

You can contact any State Officer via email (theirposition@nevadafbla.org) or Nevada FBLA State Adviser, Carla Boulton, at carla@nevadafbla.org or state officer coach at coach@nevadafbla.org. We're happy to answer questions so that you can be successful!



ELECTION PROCEDURES

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 Adviser following the State Business Leadership Conference. Nevada FBLA reserves the right not to fill unfilled positions.

DETERMINING 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.

DETERMINING 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 or 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

REQUIREMENTS FOR VOTING DELEGATES

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. 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!

Focus your campaign ideas and initiatives on the main goal areas of Nevada FBLA:

- o Grow Membership – How can you help local Chapter Presidents encourage more of their classmates to join and be involved in FBLA?
- o Grow Engagement – How can you help local Chapter Presidents encourage members to participate in their chapters and the BAAs, CSAs, Region Success Series, Champion Chapter, and attending the State Business Leadership Conference?

Other Tips/Guidelines:

- o Have a theme that will be easy to build ideas on and which will have a positive, memorable effect on the delegates.
- o Integrate the campaign theme throughout the campaign speech.
- o Develop a fact sheet or brochure to state the candidate's qualities, ideas, and goals.
- o Make posters or other means of catching attention.
- o Have the candidate visible and prepared to talk to people and answer questions.
- o Include the other members of your chapter to show support!
- o Choose a dependable person from your chapter to serve as your campaign manager. Select a committee to organize your campaign and your campaign table.
- o Develop a campaign budget and stick to it.
- o Practice your campaign speech in front of others.
- o 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.
- o 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.
- o Do not use any structures over your campaign table.



- o 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.
- o Review the Nevada FBLA and National FBLA website in order to increase your knowledge of programs and information.
- o Remember, no electricity will be supplied for booths, anything must run off battery.
- o Get your school and community involved in the campaign. Secure donations, giveaways, and items to use in your campaign.
- o Be an awesome local chapter member, participate in state and national projects, and attend events to learn everything about FBLA!



REQUIRED FORM 1: ADVISER CHECKLIST

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.

ITEMS TO DISCUSS AND REVIEW WITH YOUR STATE OFFICER CANDIDATE	
	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



REQUIRED FORM 2: 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 their 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:
 - a. May 2020 Orientation Meeting
 - b. September 2020 Fall Leadership Retreat
 - c. December 2020 Fall Leadership Rallies
 - d. January 2021 Winter Leadership Retreat
 - e. April 2021 State Business Leadership Conference

Attendance at the National Leadership Conference is strongly encouraged. 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 official business cards, if applicable, unless alternative arrangements are requested in writing to Nevada FBLA 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.
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 scale) 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 ADVISER SIGNATURE	DATE
PARENT/GUARDIAN SIGNATURE	DATE
HIGH SCHOOL ADMINISTRATOR SIGNATURE	DATE
ATHLETIC COACH(ES) SIGNATURE	DATE
EMPLOYER SIGNATURE	DATE

REQUIRED FORM 3: 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.

1. **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.
2. **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.



- 3. **Dress:** Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
- 4. **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; having a delegate or adviser of the opposite sex in a room without a third person present.
- 5. **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.

CANDIDATE SIGNATURE

DATE

CHAPTER ADVISER SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE





REQUIRED FORM 3: 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 _____ 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