

Nevada



FBLA

2023-2024

CANDIDATE GUIDE



FBLA

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LETTER FROM STATE ADVISER

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.

Start your leadership challenge by reading through this guide!

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), obtain the National Officer Candidate Guide, and submit the required application by the March 1st 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 current 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!

Sincerely,

Jane Werner

Nevada FBLA State Adviser



OBTAINING SUPPORT FROM YOUR LOCAL CHAPTER

The first step in the candidate process is to obtain support from your local Chapter Adviser. Your Adviser needs to be available to provide you with guidance as you pursue state office.

THE ROLE OF THE ADVISER

As an Adviser with a candidate and (if elected) a State Officer, the expectation is that you will:

- Assist your candidate(s) with required aspects of the election process and review their campaign speech and materials to ensure they are appropriate and professional.
- Cooperate with State Adviser and Officer Coach to ensure the officer fulfills their responsibilities if elected.
- Attend various meetings and functions with your State Officer.
- Serve as an ongoing mentor to your State Officer.
- Arrange additional time to work with your State Officer to support them in their State Officer duties.
- Review State Officer commitments regularly to ensure they are on track and up to date on assignments.
- Assist with travel arrangements, including traveling with your officer when required or necessary.
- Be available as a resource to edit and review materials and communication before officers submit or distribute them.
- Provide officers with available workspace, supplies, and any necessary financial support where needed and available.
- Assure that national membership is verified for State Officer and other members by deadline.
- Ensure that State Officer complies with all district and school policies regarding absences, travel, grades, and chaperones.



IS RUNNING FOR STATE OFFICE RIGHT FOR ME?

The opportunities provided to State Officers are tremendous and many State Officer alumni consider their time as an officer as a pivotal experience in their life. Along with the opportunities and benefits of being an officer comes many important responsibilities. Take the opportunity to carefully consider your decision to run for state office and what it requires.

The average State Officer will spend five to ten hours a week working on State Officer projects and responsibilities. Prior to State Officer meetings, conferences and FBLA events, the amount of time required tends to spike as officers finalize preparations and polish up projects. It is important to realize that although academics remain the number one priority, you will not be able to fall behind in your responsibilities as an FBLA officer. You are required to participate in the team decision making process, perform your assigned tasks, and attend all required conferences and events.

If you are elected or appointed, you are required to attend conferences, officer meetings and FBLA events throughout the year. These will occur either in person or virtually. You are not allowed to leave early, arrive late, or miss any parts of these events (except in the case of an extreme emergency). State Officers have had to miss big games, dances, trips, etc. because these activities conflicted with State Officer responsibilities. The expectation is that your State Officer responsibilities and commitments take priority, after your academics.

Please carefully review the documents and information in this guide to ensure you fully understand what is expected/required of you as a State Officer if you are elected.

If you are willing to make this commitment and you are the type of person that has the drive to succeed and the encouragement and dedication to get the job done, an FBLA office is definitely for you. If you are unsure, you may want to speak with your Adviser to see if running for a State Officer is the right decision for you. If you decide to run for office, be assured that holding state office will be one of the most memorable experiences of your life and one of the most effective career preparation experiences you can have while in high school.



STATE OFFICER POSITIONS AND JOB DESCRIPTIONS

ELECTED OFFICES

The following positions are elected by votes by the voting delegates:

- State President
- Executive Vice President
- Vice President-Northern Region Vice President
- Vice President-Southern Region Vice President
- Vice President-Eastern Region Vice President
 - Region Vice Presidents must belong to a chapter in the region they are running for
- Vice President of Membership
- Vice President of Middle Level

APPOINTED OFFICES

The following positions are appointed by an interview panel:

- Vice President of Public Relations
- Vice President of Media
- Vice President of Service

ROLES & RESPONSIBILITIES FOR ALL OFFICERS

1. Attend all State Officer meetings from start to finish.
2. Plan the Program of Work as a team for the members of Nevada FBLA, and work to achieve the goals and objectives set in the Program of Work.
3. Regularly contribute to creating content for the Nevada FBLA Social Media platforms, website, and other outlets.
4. Communicate with the President, Officer Coach, State Adviser, and other appropriate parties on a regular basis.
5. Submit a Monthly Report by the 5th of each month
6. Spread visibility and reach of Nevada FBLA in the business community, state, and federal government.
7. Work to recruit new chapters and new members.
8. Support Chapter Advisers in their efforts to implement the FBLA program.
9. Be an active and involved participant in their local chapter.
10. Make visits to local chapters and regularly check-in with chapter officers to discuss FBLA and encourage further participation in state and national FBLA programs.
11. Be accountable for the completion and follow through of assignments throughout term of office.
12. Have and maintain a cumulative and term 2.5 GPA (4.0 scale) throughout office.



STATE PRESIDENT

1. Coordinate the State Officer Team and help to conduct all State Officer meetings.
2. Encourage State Officer Team to meet assigned deadlines by checking in prior to deadlines, sending reminders to teammates, and offering to assist in completion of assigned tasks.
3. Combine individual monthly officer reports into a team monthly summary report for the Board of Trustees, State Adviser, State Officer Coach, State Officer Team, and Executive (National) Officer team.
4. Fulfill all his/her State Officer responsibilities as outlined in the Nevada FBLA Articles of Incorporation and Bylaws.
5. Lead the State Officer Team to successfully setting and completing the goals outlined in the State Officer Program of Work.
6. Report on Nevada FBLA to the FBLA National President and Western Region National Vice President.
7. Perform other duties for the promotion and development of local, regional, state, and national FBLA.
8. Serve as a member of the Nevada FBLA Board of Trustees and Board of Advisers.
9. Meet with the Officer Coach to ensure the officer team is meeting goals.
10. Prepare a year-end report of all activities during term in office.
11. Complete specific projects as outlined in the State Officer Program of Work.
12. Perform other duties for the promotion and development of local, regional, state, and national FBLA.

EXECUTIVE VICE PRESIDENT

1. Once elected, present the following for final approval/review to the Executive Director, State Adviser, and State Officer Coach: national campaign planning and timeline, organization, materials, budget, platform, booth design, speech, Q&A practice, etc. The candidate MUST work with the State Officer Coach on all elements of their campaign including submitting all campaign materials, national officer application, campaign plans, documents, speech, platform, etc., to State Officer Coach for review and approval prior to finalizing, submitting, or printing.
2. If elected to national office, make all national officer duties the top priority; duties for the State Officer Team may be purposefully vague. While they will receive a reduced load in recognition of their national officer duties, the Executive Vice President will still be expected to participate in State Officer Team activities, all meetings, and State Officer assignments.
3. If elected to national office, copy the State Adviser and State Officer Coach on all official FBLA communication and correspondence in fulfillment of both state and national officer duties. To keep the State Adviser and State Officer Coach apprised of national officer assignments and progress towards completion of those assignments.



4. If not elected to national office, assist the State President and Regional Vice Presidents in fulfilling the State Officer Team's Program of Work.
5. Help in planning all state meetings.
6. Assist with the communication between Nevada FBLA and its sponsors, partners, and volunteers.
7. Complete specific projects as outlined in the State Officer Program of Work.
8. Perform other duties for the promotion and development of local, regional, state, and national FBLA.

STATE REGIONAL VICE PRESIDENTS

1. Assist region coordinators with the Region Skills Conference. Region Vice Presidents should help with award ceremonies and workshop planning as requested. All location, registration and competitive event planning and implementation are the responsibility of the region coordinators.
2. Initiate and maintain contact with every chapter within your region.
3. Communicate with the state association on regional and local chapter activities and act as a liaison between the state association and chapters within the region.
4. Aid local chapters in developing their Program of Work.
5. Actively recruit new Nevada FBLA members and chapters.
6. Solicit state officer candidates for all positions from chapters in your region.
7. Promote Nevada FBLA to business and industry within the region.
8. Complete specific projects as outlined in the State Officer Program of Work.
9. Perform other duties for the promotion and development of local, regional, state, and national FBLA.
10. Based on needs of the region, assist with the planning of Region Skills Conferences.

VICE PRESIDENT OF MEDIA

1. Serve as the primary communications, marketing, and public relations person for Nevada FBLA.
2. Oversee Nevada FBLA's social media channels, including, but not limited to: Facebook, Twitter, Instagram, Snapchat, and YouTube, to promote and publicize Nevada FBLA programs, events, conferences, and activities including daily postings.
3. Take and edit digital photos of Nevada FBLA events and activities to be used online and in state publications.
4. Have personal and/or school resources that provide access to a digital camera, digital video camera, and editing software that can be taken to state and chapter events.
5. Create promotional flyers and information guides to support the State Officer and Nevada FBLA programs and initiatives.
6. Create promotional videos for Nevada FBLA during term in office.



7. Perform other duties for the promotion and development of local, regional, state, and national FBLA.
8. Complete specific projects as outlined in the State Officer Program of Work.
9. Perform other duties for the promotion and development of local, regional, state, and national FBLA.

VICE PRESIDENT OF MEMBERSHIP

1. Provide strategic guidance in the development of membership recruitment materials.
2. Provide ideas for existing chapters to retain and recruit members.
3. Help start-up new chapters throughout Nevada's three regions.
4. Work with advisers, especially those new to FBLA, to strengthen participation at local, regional, and state events.
5. Complete specific projects as outlined in the State Officer Program of Work.
6. Perform other duties for the promotion and development of local, regional, state, and national FBLA.

VICE PRESIDENT OF MIDDLE LEVEL

1. Promote middle level FBLA programming throughout the state of Nevada.
2. Provide ideas for existing middle level chapters to retain and recruit members.
3. Represent and engage middle level members by serving as representation on the state level
4. Complete specific projects as outlined in the State Officer Program of Work.
5. Perform other duties for the promotion and development of local, regional, state, and national FBLA.

VICE PRESIDENT OF SERVICE

1. Responsible for outreach, goal setting, and strategic development with local chapters for charitable contributions.
2. Work closely with the March of Dimes and provide ideas for chapters to fundraise for Nevada FBLA's service partner.
3. Strategize community service opportunities for local chapters.
4. Complete specific projects as outlined in the State Officer Program of Work.
5. Perform other duties for the promotion and development of local, regional, state, and national FBLA.
6. Promote and lead the education of members and chapters in the BAA's.

VICE PRESIDENT OF PUBLIC RELATIONS

1. Serve as the editor and coordinator of Nevada FBLA social media content for upload.
2. Assist in the development of conference and other promotional materials.



3. Send articles on state activities to be published in Tomorrow's Business Leader.
4. Serve as the primary public relations representative for Nevada FBLA.
5. Prepare a Dropbox Folder of photos from the year, labeling event, date, and brief description on each photo. (Example: SBLC – 4.23.22 – Campaign Speech Sally)
6. Complete specific projects as outlined in the State Officer Program of Work.
7. Perform other duties for the promotion and development of local, regional, state, and national FBLA.



ELIGIBILITY REQUIREMENTS

The following outlines the minimum requirements that must be met for Nevada FBLA to accept a person for State Officer candidacy. To be eligible for State Office, the following criteria **must** be met:

1. A candidate must be a member of a state approved FBLA chapter and be an active member in good standing of the state approved chapter.
2. A candidate should have held or be holding a FBLA chapter office, but this is not required.
3. A candidate must have earned a GPA of 2.50 (4.00 scale) or better for the term preceding their running for office and must maintain a GPA of 2.50 or greater throughout their term of office, if elected.
4. A candidate must be a freshman, sophomore, or junior to run for all positions with the exception of VP of Middle Level. Seniors are not eligible to run for office.
5. The term of office will be from the close of the State Business Leadership Conference where the State Officer team is elected to the close of the following State Business Leadership Conference when the newly elected officer team begins their term.
6. Have taken or be enrolled in a business course or its equivalent.
7. Be recommended by local chapter adviser and endorsed by their chapter.
8. Filed a completed State Officer Application by the indicated deadline.

Additional qualifications for select positions:

1. Executive Vice President:
 - a. Must intend to run for FBLA National Office
 - b. Candidates for national office must run for Executive Vice President and submit the national office chosen, draft campaign platform, draft speech, draft booth layout, draft promotional materials, and draft budget for the national candidate position ready to submit at the time of the state application. This allows plenty of time for review and approval since the national submission deadline is so close to SBLC.
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 committee appoints each respective position. These material reviews will be conducted as a secondary interview on Sunday of the state conference after the candidate briefing.
3. VP of Middle Level must be entering 7, 8, or 9th grade following the election.



APPLICATION REQUIREMENTS

OVERVIEW

To be an eligible candidate for state office, the following steps **MUST** be completed:

1. Attend the Candidate Information Session (Optional)
2. Complete all online forms, including necessary signatures from your Adviser and other parties listed in the Forms Section of this document by the application deadline.
3. Watch/Attend the online briefing meeting.
4. Create a State Officer Candidate Portfolio and bring to the State Business Leadership Conference at which you are campaigning.
5. Review this guide in its entirety and comply with the stated guidelines and requirements.



STEP 1: CANDIDATE INFORMATION SESSION (OPTIONAL)

To learn more about running for office, potential candidates are encouraged to attend the online Candidate Information Session. If you are able to attend the meeting, please be dressed in appropriate business casual attire. Information on date and time are included in the “Application Timeline” sections below.

To access this video conference, visit leadable.info/NVFBLAOfficerInfoSession

If you are unable to attend this session, contact coach@nevadafbla.org for access to the video recording.

STEP 2: CANDIDATE APPLICATION FORMS

All forms listed in the [Forms Section](#) of this document must be completed and submitted on or before the March 3rd deadline.

STEP 3: ATTEND/WATCH CANDIDATE ONLINE BRIEFING VIDEO MEETING

Each candidate is required to attend or watch a recording of the Candidate Online Briefing Meeting. If you are able to attend the meeting, please be dressed in appropriate business casual attire. Information on date and time are included in the “Application Timeline” sections below.

To access this video conference, visit leadable.info/NVFBLACandidateBriefing

If you are unable to attend this briefing, you must contact coach@nevadafbla.org for access to the video recording. After you watch the video recording, you must have your local Chapter Adviser certify that you watched the video by sending an email confirmation to coach@nevadafbla.org.

STEP 4: PORTFOLIO

(Required for Appointed Positions)

Each officer candidate is encouraged to create a State Officer Candidate Portfolio

- For Appointed Positions, the portfolio should be submitted with the application. The portfolio will be provided to the interview panel for review before and during the interview.
- For Elected Positions, the portfolio should be submitted with the application, and candidates are encouraged to display the portfolio at the campaign booth. Voting delegates will be encouraged to ask to see these portfolios.



The State Officer Candidate Portfolio may include the following:

- Personal Biography
- Resume including qualifications for office.
- Letters of recommendation from any of the parties listed below:
 - Chapter Adviser, School Official(s), Business/Professional Person, etc.
- Showcase of personal accomplishments and qualifications for office.
- Candidates have many skills, talents, work samples, and recognition and are encouraged to add items to the portfolio that reflects their skills, talents, accomplishments, work samples, etc. The portfolio is not limited to FBLA experiences.
- Other relevant items such as are articles from newspapers, pictures from events, FBLA experiences, certificates, thank you notes from people, chapter activities, conference participation certificates, lists of honors/awards/accomplishments, etc.
- In the event of portions of the election or State Business Leadership Conference being held virtually, candidates will be instructed to prepare digital portfolios.

Candidates are encouraged to use their creativity in putting together the portfolio. A typical portfolio is presented in a three-ring binder with page protectors for in-person candidate booths but will also be submitted virtually as a PDF. The portfolio can be bound/compiled as the candidate sees fit. Candidate forms from this guide SHOULD NOT be included in the portfolio.

Candidates will submit a link to their digital portfolio as part of the application form. These will be uploaded as PDFs.



CAMPAIGN RULES

1. All campaign materials must be in good taste. Facility policies do not allow the posting of campaign materials on facility walls.
2. Candidates are not allowed to begin campaigning of any kind prior to the published start time for campaigning at the District or State Business Leadership Conference at which they are campaigning. This includes campaigning via email, social media profiles, direct messages, and comments, websites, YouTube, chapter mailings, chapter visits, phone calls, text messages, etc. Campaigning by candidates may then continue until the ballots have been turned in during the Election Session.
3. Throughout the campaign, candidates are encouraged to use handout materials and other visual displays and presentations. Posted/stationary campaign signs, posters, banners, and any other display materials must be confined to the space provided in the campaign booth. Campaign materials may be carried throughout the conference hotel and during sessions by campaign staff members, but may not be posted, attached, or otherwise placed anywhere in the conference hotel if not in the immediate possession of a campaign staff member.
4. There will be NO campaigning after curfew. All officer candidates and campaign workers must be in their rooms by curfew.
5. The size and location of campaign booths will be communicated to candidates after the application deadline. At minimum, each candidate will receive half of a six-foot banquet table to display their materials. If there are fewer candidates, each may receive a full table; the size is dependent upon the number of candidates who submit applications.
6. As a general rule, food or beverages may NOT be passed out, sold, or otherwise distributed as part of campaigning with the exception of small AND store purchased candies, snack items, or mints. Playing music is not allowed in the campaign booths because of the disruption to competitive events and other hotel/facility functions. Electrical outlets/connections will not be provided or available. If a candidate has a PowerPoint presentation or other presentation/display/visual element that requires electricity, it must be able to run on battery power.
7. Candidates and their campaign teams are responsible for making sure that no campaign materials or litter are left in any rooms. Failure to adequately pick-up materials may jeopardize candidacy. Each candidate should assign someone from their chapter to make a sweep of the conference facility to ensure that campaign materials are all collected and litter is disposed of appropriately.



ELECTION GUIDELINES

The below guidelines apply to all State Officer positions:

1. Chapter Advisers or persons acting in a Chapter Adviser capacity will not be allowed to participate during the election.
2. Unless disqualified, the previous year's officer or unelected candidate may opt to apply again the following year.
3. A qualified candidate who is not elected to their office will have their application submitted to the newly elected officer team for consideration in filling any vacant positions.
4. If no candidate is elected for a specific office, that office may be appointed by the newly elected State Officer Team at its first opportunity, under the advisement of the State Staff and State Officer Coach.



ELECTED POSITIONS

The following guidelines and regulations apply to all elected positions: State President, Regional Vice Presidents, and Vice President of Membership.

APPLICATION & ELECTION TIMELINE

The campaign schedule is below. Final conference campaign schedules and procedures will be shared with all official candidates prior to State Business Leadership Conference.

February 17, 2023	Run for State Office Information Session (Optional) <i>Video conference meeting will be held from 4:00-5:00 PM Pacific</i>
March 3, 2023	Candidate Application Forms Due <i>All forms and signature pages must be submitted online by 11:59 PM</i>
March 8, 2023	Attend Candidate Online Briefing Video Meeting <i>Video conference meeting will be held from 4:00-5:00 PM</i> <i>Candidates unable to attend must watch the recording by March 10th</i>
March 20-24, 2023	Candidate Interviews <i>All candidates for all positions will be interviewed prior to State Business Leadership Conference to be approved as a State Officer Candidate.</i> <i>Interviews will be held virtually in the evening and will be scheduled by the State Officer Coach.</i>
April 23-25, 2023	State Business Leadership Conference <i>Informational Booth, Interview, New Officer Orientation</i>

CAMPAIGN AND ELECTION PROCEDURES

The campaigning portion of this process is an opportunity for the candidates to showcase their qualifications, including experience, scholastic aptitude, responses to published questions, speaking ability, ability to "think on feet," appearance, personality, and commitment.

CANDIDATE INTERVIEW

Participation in an interview before the State Business Leadership Conference is mandatory for all elected candidates. Failure to participate in the interview will result in disqualification. You will be notified of your scheduled interview time following the submission of your application.

CAMPAIGN SPEECHES

Candidates for President, Executive Vice President, Vice President of Middle Level, and Vice President of Membership will deliver a campaign speech at State Business Leadership Conference before the Nevada FBLA Delegation at the Recognition Session & Campaign Rally. Regional Vice President candidates will present their speech before the regional delegation at their respective Regional Meeting. All candidates are allotted three (3) minutes for their campaign speech. All speeches and/or demonstrations in support of the candidate must be included in the time allotment. If the State Business Leadership Conference is held virtually, alternative measures will take place for candidates to still deliver a speech.

ELECTION PROCEDURES

The elected offices available are State President, Executive Vice President, Vice President of Membership, Middle Level Vice President, and the Regional Vice Presidents (3).

All leaders seeking state or national office in Nevada must complete the official application form and submit their application by the stated deadline.

All potential officer candidates will be interviewed prior to State Business Leadership Conference.

All approved officer candidates will have the opportunity to have an exhibit booth to promote their campaign. No electrical assistance will be provided to candidates. Booth assignments will be selected at random by an impartial person.

NOTE: All State Officer candidates and their campaign manager and adviser 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.

Candidates and their campaign manager will be able to speak for a total of three minutes at the State Business Leadership Conference. No visual aids of any kind may be used. Nevada FBLA reserves the right to prohibit or stop campaign speeches that are deemed inappropriate or unprofessional.

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 adviser must participate in the State Officer Orientation during the state conference.

Newly elected State Officers assume the year of service at the close of the State Business Leadership Conference at which they were elected.



APPOINTED POSITIONS

The following guidelines and regulations apply to all elected positions: State President, Regional Vice Presidents, and Vice President of Membership.

APPLICATION & ELECTION TIMELINE

The campaign schedule is below. Final conference campaign schedules and procedures will be shared with all official candidates prior to State Business Leadership Conference.

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March 3, 2023	Candidate Application Forms Due <i>All forms and signature pages must be submitted online by 11:59 PM</i>
March 8, 2023	Attend Candidate Online Briefing Video Meeting <i>Video conference meeting will be held from 4:00-5:00 PM Candidates unable to attend must watch the recording by March 7th</i>
March 20-24, 2023	Candidate Interviews <i>All candidates for all positions will be interviewed prior to State Business Leadership Conference to be approved as a State Officer Candidate. Interviews will be held virtually in the evening and will be scheduled by the State Officer Coach.</i>
April 23-25, 2023	State Business Leadership Conference <i>Interview, New Officer Orientation.</i>

POSITION PROCEDURES

The three appointed positions will not campaign for votes but will campaign for awareness. Candidates running for these appointed offices will follow the same election and campaign procedures as elected positions, except that they will not deliver a campaign speech or be elected by the voting delegates.

Candidates for the positions of Vice President of Media, Vice President of Service, and Vice President of Public Relations will participate in an interview. These positions are filled by appointment based on the specific abilities and skill sets required by these positions. The interview committee will consider the unique qualifications of each candidate.

The portfolios carry weight and importance for the appointment of these offices.

CAMPAIGN SPEECH

Candidates for Appointed Positions do not have to give a speech. They do, however, need to participate in ALL other campaign elements.



CANDIDATE INTERVIEW

All potential appointed position candidates must participate in a screening interview with a Nevada FBLA State Team before their State Business Leadership Conference. This is a mandatory interview. Only those candidates that have passed the FBLA screening interview will be allowed to continue with the process.

Participation in an interview at the State Business Leadership Conference may be necessary for appointed candidates. Failure to participate in the interview if scheduled will result in disqualification. You will be notified of your scheduled interview time prior to the state conference.

ELECTION PROCEDURES

The official Nevada FBLA procedures for the appointed positions consist of two (2) parts: an interview and portfolio. The total score earned for these two elements will be calculated to determine who has been appointed to each available office and each appointed person will be announced.

1. Interview represents 70% based on the election procedures.
 - a. The panel may consist of, but is not restricted to, Advisers, State Officers, state staff, and/or alumni.
 - b. Each member of the panel will assign points based on the questions asked. The scores will be averaged together to obtain a final score for each candidate.
2. Portfolio represents 30% of the election procedure.
 - a. Portfolio must be turned in upon arrival at the conference at conference registration.
 - b. Portfolio will be returned upon completion of the panel interview.
 - c. Points will be awarded based on presentation and content.

All approved officer candidates will have the opportunity to have an exhibit booth to promote their campaign. No electrical assistance will be provided to candidates. Booth assignments will be selected at random by an impartial person.

NOTE: All State Officer candidates and their campaign manager and adviser 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.



Candidates and their campaign manager will be able to speak for a total of three minutes at the State Business Leadership Conference. No visual aids of any kind may be used. Nevada FBLA reserves the right to prohibit or stop campaign speeches that are deemed inappropriate or unprofessional.

**THE NEWLY ELECTED STATE OFFICERS WILL BE
ANNOUNCED AT THE CONCLUSION OF THE ELECTION
SESSION AND INSTALLED AT THE CONCLUSION OF THE
AWARDS SESSION DURING THE STATE BUSINESS
LEADERSHIP CONFERENCE.**



STATE OFFICER CANDIDATE FORMS

The forms on the following pages must be submitted for a candidate's application to be complete. Any missing forms could result in the disqualification of the candidate. Please ensure all requested information is provided and that each form is complete and contains all requested signatures. A confirmation email will be sent once all forms have been received.

ONLINE APPLICATION FORMS

Available at <https://nevadafbla.org/state-officer-application/>

- State Officer Candidate Notification Form (Submitted Separately)
- State Officer Candidate Application Form & Signature Pages Upload
- Adviser Checklist
- State Officer Candidate Agreement (3 Pages)
- State Officer Travel Authorization (2 Pages)
- School Administration Statement of Support
- Permission & Medical Release Form (4 Pages)
- Current Transcript with GPA and Business Class circled in red

Signature pages must be scanned and uploaded to the online application.

STATE OFFICER CANDIDATE APPLICATION DEADLINE

DO NOT MAIL OR SHIP ANY CANDIDATE APPLICATION MATERIALS TO NEVADA
FBLA

MARCH 3, 2023

All materials submitted online by 11:59 P.M.



ADVISER CHECKLIST

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 entire State Officer Candidate Guide. Once the Adviser has held this meeting and reviewed the checklist it should be completed, signed, dated, and submitted to Nevada FBLA along with the required forms in this guide.

a	ITEMS TO DISCUSS AND REVIEW WITH YOUR STATE OFFICER CANDIDATE
	Have a frank conversation with the State Officer Candidate to ensure they understand the commitments required of State Officers. Be sure that they understand that at times they will have to miss summer programs, sporting events or other personal activities to fulfill their State Officer responsibilities. State Officer Candidates must recognize that FBLA conferences and events come before other social functions, summer programs, athletics, and dances.
	Ensure that the State Officer Candidate understands that being a State Officer is a privilege and will require their very best effort. If elected, the State Officer 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 State Officer Candidate about their involvement in other activities like sports, clubs, work, etc. Be sure 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 State Officer Candidate to keep you, the Adviser, regularly updated about projects, upcoming responsibilities, and duties of office. The interview panel will ask about this.
	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 (minimum) on FBLA work. The interview panel will ask about this.
	Ensure the State Officer Candidate has daily internet access either at home or through the school. The State Officer Candidate will need access to Gmail for official State Officer communications.
	Carefully review this guide with the State Officer Candidate and be familiar with the rules, guidelines, and required forms for State Officer Candidates. Ensure that all required forms are completed and submitted by the State Officer Candidate.
	Have a conversation with your school administration to confirm they are aware that the State Officer Candidate is running for office and be sure they are aware of the commitment and the required forms that need to be signed by a school administrator.
	Ensure the 3 minute speech is in good taste and is of a professional nature.
	Be sure that the State Officer Candidate understands that while being a FBLA State Officer is an invaluable experience and will be a great accomplishment to highlight on their resume and college applications, being a State Officer should be about their passion for FBLA and desire to contribute to the growth and progress of Nevada FBLA. This is a real commitment that requires time, effort, initiative, and commitment throughout their term of office.

CHAPTER ADVISER SIGNATURE

DATE



STATE OFFICER 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 trainings, district, regional, state and International 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 State Team, State Officer Coach, or the State Adviser, I fail to fulfill my responsibilities and obligations of office, and/or I violate the Nevada FBLA Conduct Code, 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 the State Adviser or State Officer Coach of the Nevada Association of FBLA including, but not limited to:

April 23-25, 2023	State Business Leadership Conference – Las Vegas, Nevada
May 11-13, 2023	100X Officer Training & Welcome Retreat – Location TBD
June 27-30, 2023	National Leadership Conference – Atlanta, Georgia
September 7-9, 2023	NV FBLA Adviser Conference Las Vegas, Nevada
November 2023 **	Fall Leadership Development Conference **
January 2024**	Winter Leadership Retreat **
April 22-24, 2024	State Business Leadership Conference**

In addition to the required State Officer events listed above, there will be additional travel required for chapter visits and other opportunities that may arise throughout the year.

** Indicates that date and/or location is tentative.



STATE OFFICER CANDIDATE AGREEMENT

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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 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. Pay for certain costs associated with being a State Officer as may arise throughout the year.
-

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. 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.



STATE OFFICER CANDIDATE AGREEMENT

(Page 3 of 3)

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

1. Recommend for state office only those candidates who are qualified. (See information provided.)
2. Host meetings of the State Officers upon request of the Executive Director.
3. Ensure the candidate's attendance at all Nevada FBLA activities.
4. Permit the candidate to visit Nevada schools and participate in FBLA chapter activities for the purpose of conducting official FBLA State Officer business.
5. 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.
6. Read the Candidate Agreement and Participant Code of Conduct and discuss it with the student.

Signatures on this page apply to all three pages of this document

CANDIDATE SIGNATURE [†]	DATE
CHAPTER ADVISER SIGNATURE	DATE
PARENT SIGNATURE	DATE
HIGH SCHOOL ADMINISTRATOR SIGNATURE	DATE
ATHLETIC COACH(ES) SIGNATURE	DATE
ATHLETIC COACH(ES) SIGNATURE	DATE
EMPLOYER(S) SIGNATURE	DATE

[†] 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 Nevada FBLA.



STATE OFFICER TRAVEL AUTHORIZATION

To be completed for each official State Officer meeting/meeting.

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

Student Name: _____

Phone: _____

Transportation plan for arriving at the event/meeting:

If you will be staying overnight at a location, other than your home, on your way to the event/meeting, please describe the location, address, phone number and name of chaperone at this location.

Transportation plan for returning home from the event/meeting:

If you will be staying overnight at a location on your way home from the event/meeting, please describe the location, address, phone number and name of chaperone at this location.

All students must adhere to their local school district's student transportation policy and procedures. Please attach a copy of the completed district form pertaining to student travel for this event – or – complete the form on the next page.



STATE OFFICER TRAVEL AUTHORIZATION

Signatures on this page apply to two pages of this document.

Initial each of the following that apply:

- _____ The above-named student may drive herself/himself to the above function as part of her/his official responsibilities.
_____ The above-named student will be transported to the above function as part of his/her official responsibilities by means of [] parents and/or [] public transportation (Check One).
_____ The above-named student will be allowed to ride with _____, another State Officer, to get to and/or from the above function as part of her/his official responsibilities.
[X] 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.
[X] The above-named student will be allowed to ride with other State Officers DURING the State Officer Meeting as needed to facilitate transportation. "During" is defined as the time between the scheduled start and finish of the meeting as outlined in this document. (If you do not want your child riding with other officers, black out the "X" next to this item and initial to the left of it.)

The Transportation Consent Form includes two pages. By signing below, the parties agree to abide by all policies and information included on both pages of 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 _____ DATE
I agree to adhere to the above-named school transportation policy and modes of transportation.

_____ STATE OFFICER 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 OR GUARDIAN SIGNATURE _____ DATE



SCHOOL ADMINISTRATION STATEMENT OF SUPPORT

NEVADA FBLA STATE OFFICER CANDIDATE APPLICATION

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 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 is an 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 ADMINISTRATOR

SIGNATURE ADVISER



PERMISSION & MEDICAL RELEASE FORM

(Page 1 of 4)

ALL NEVADA FBLA STATE OFFICER ACTIVITIES 2023 -2024

- Revised August 2011 -

CODE OF CONDUCT

Participation in the Nevada FBLA State Officer Program is a privilege. Any violation of the provisions of this conduct code is considered serious.

Delegates shall always abide by the rules and practices of NEVADA FBLA and school district policies to, during, and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in the NEVADA FBLA organization. The standards outlined in this document constitute the Nevada FBLA Code of Conduct. 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 and will be removed from State Office. 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 based on race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.



PERMISSION & MEDICAL RELEASE FORM

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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 and may be removed from State Office. 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 must 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, to another room); failing to follow hotel rules and regulations.
13. Social Media & Online Presence: In the online environment, students must follow The Nevada FBLA Code of Conduct and conduct themselves online as they would in person. Think before you post and use discretion when posting online as you will leave a long-lasting impression of yourself, your school and FBLA. Social media venues are public, and information can be shared beyond your control. Never post confidential or personal information. Do not misrepresent yourself by using someone else's identity. Be respectful and avoid comments that may be hurtful. Never use profane, obscene, or threatening language. Never use slurs based on the gender, race, disability, or orientation of another person. Never post sexually explicit pictures, videos, or content. Cyberbullying is considered an act of harassment and will not be tolerated. Use of FBLA logos or images on your personal social networking sites is prohibited. If you wish to promote a specific FBLA activity or event, you may do so only by means of a link to the official FBLA social media accounts.

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

PERMISSION & MEDICAL RELEASE FORM

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DRESS CODE FOR DELEGATES ATTENDING NEVADA FBLA SPONSORED ACTIVITIES

The following guidelines have been developed to clarify the dress code used at all FBLA conferences (regardless of locations).

Professional appearance is an important aspect of the overall preparation of FBLA members for the business world. To that end, FBLA supports a dress code for its career-based functions that exemplifies the highest standards of professionalism while being non-discriminatory between genders.

ACCEPTABLE CASUAL ATTIRE

(Travel to/from conferences, dances, and non-conference activities such as shopping, sightseeing, or going out for meals, denim in good taste is allowed at NV FBLA conferences only, not allowed at Western Region or National FBLA)

- Casual slacks (e.g., Dockers), blouse or shirt, socks, and casual shoes
- Jeans, t-shirts, and athletic shoes are not included in business casual attire

ACCEPTABLE BUSINESS ATTIRE

(Opening/ Closing Sessions, event competitions, scholarship interviews, State/National Officer interviews, workshops, or banquets)

- Business suit, sport coat, or blazer (FBLA blazer optional)
- Dress slacks, dress skirt, or business dress
- Collared dress shirt, dress sweater, or business dress
- Necktie/scarf/ascot (optional)
- Dress shoes (unacceptable types of dress shoes include boat shoes, canvas or fabric shoes, flip flops or casual sandals, athletic shoes, industrial work shoes, and hiking boots)
- For a more polished, professional appearance, it is recommended that attendees wear appropriate hosiery/socks.

UNACCEPTABLE DURING FBLA ACTIVITIES

- Skin-tight or revealing clothing
- Midriff-baring clothing
- Swimwear
- Athletic clothing
- Leggings or graphic designed hosiery/tights

At any time during the conference while on-site (including hotels):

- You must be in casual or business attire
- All skirts and dresses must be at or below the knee
- All clothing must be in good repair and proper size
- Undergarments may not show outside of over garments
- No gang related clothing or accessories allowed
- Clothing with printing that is suggestive, obscene or promotes illegal substances
- Activities such as swimming, sunbathing, jogging, or tennis warrant appropriate recreational attire to, during, and returning from that activity only



PERMISSION & MEDICAL RELEASE FORM

(Page 4 of 4)

Signatures on this page apply to all four pages of this document

Conduct Code Endorsement, Permissions to attend Nevada FBLA sponsored activities, and authorization to use pictures or student name in publications.

Release of Claim for Damages, Emergency Medical Treatment Authorization:

Name of Delegate, Home Address, Name of School, Date, Phone, Date of Birth

This is to certify that the above-named delegate has my permission to attend all Nevada FBLA sponsored activities for the 2023-2024 school Year. I also do hereby, on the behalf of the above-named delegate absolve and release Nevada FBLA, the school officials, the FBLA Chapter Advisers, conference staff, and Nevada FBLA staff from any claims for personal injuries/damages which might be sustained while he/she is en-route to and from or during the FBLA sponsored activity.

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

I 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.

I also understand that the Chapter Adviser determines the criteria at the local site, for individual students and alumni to attend and participate at all FBLA activities.

We have read and agree to abide by the supplied Nevada FBLA Code of Conduct. Should a code of conduct violation occur, security and/or law enforcement personnel may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family's expense and/or be removed from office if in an officer status. If the delegate is sent home, reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

Student Signature, Parent/Guardian Signature, Chapter Adviser Signature, School/ROP Official Signature, Date

MEDICAL INFORMATION

Known Allergies (Drug or Natural), Special Medication Being Taken, Date of Last Tetanus Shot, History of Heart Condition, Diabetes, Asthma, Epilepsy or Rheumatic Fever, Any Physical Restrictions, Other Conditions, Family Doctor, Phone

INSURANCE INFORMATION

Company Name, Policy Number