

COLORADO FBLA CANDIDATE APPLICATION

COLORADO FUTURE BUSINESS LEADERS OF AMERICA STATE OFFICER APPLICATION FORM

To run for a state office, submit this application form complete with all necessary signatures along with the following in a bound folder to the State Adviser by the State Conference registration deadline:

ALL MATERIALS MUST BE Typed. HANDWRITTEN MATERIALS WILL NOT BE ACCEPTED and eliminate you from the selection process.

Checklist:

- Plan to take the FBLA Knowledge Test before or at District Leadership Conference
- State Officer Application Form
- State Officer Candidate Agreement with appropriate signatures
- Colorado FBLA State Officer Code of Conduct
- 20 copies of a one page Resume with Headshot on reverse side
- Three letters of recommendation (one from local FBLA adviser, teacher outside of business education department, and one from the business community)
- Completed GPA Verification Form
- A copy of your professionally-written article relating to FBLA Leadership or business education published in the Colorado FBLA Today newsletter. (Maximum 500 words) The article must not be a candidate biography or chapter article. Deadlines Date: October 1, December 1, and March 1.

Candidate Name: _____

Year in School: _____

Home Telephone#: _____

Cell #: _____

Parent(s)/Guardian(s)Name(s): _____

Home Address: _____

City: _____

State: _____

Zip: _____

Candidate Email Address: _____

Birthday(Month/Day/Year): _____

School Name: _____

FBLA District #: _____

School Address: _____

City: _____

State: _____

Zip: _____

Adviser's Name: _____

Adviser's School Telephone #: _____

Adviser's Home Telephone #: _____

Adviser Cell # _____

Adviser's Home Address: _____

City: _____

State: _____

Zip: _____

Adviser's School Email: _____

Adviser's Home Email Address: _____

I certify that I am an active member in good standing of the _____ Chapter of FBLA. To the best of my knowledge, all information submitted is accurate and correct.

Candidate's Signature _____

Date _____

I have read the duties and responsibilities of the adviser and will attend all state officer required meetings with my officer.

Adviser's Signature _____

Date _____

COLORADO FBLA GPA VERIFICATION FORM FOR THE CURRENT ACADEMIC YEAR

Student Name _____
(First) (Middle) (Last)

Year in School _____ Home Telephone _____ Cell _____

Home Address _____ City _____ Zip _____

Birthday (Month, Day, & Year) _____ Student E-mail _____

STUDENT CERTIFICATION: I have read the instructions and information accompanying this form. I understand that this GPA Verification Form is used to determine Colorado FBLA State Officer eligibility. The information I have completed is true to the best of my knowledge, and I understand that it is illegal to report false or misleading information. I understand that without a valid signature, this form will not be considered.

Student Signature

Date

FOR SCHOOL USE ONLY

School Name _____

School Address _____ City _____ Zip _____

GPA Verifier's Name & Position _____

GPA Verifier's School Telephone _____

GPA Verifier's E-mail _____

Verified Student GPA (Fall of current school year) _____

The signature of the high school official certifies, under penalty of perjury, that the GPA is calculated on a scale to two decimal places. The signature of a high school official also certifies that his or her high school is fully accredited by the CDE or other regional accrediting agency. I declare under penalty of perjury under the laws of the State of Colorado that the foregoing is true and correct.

Signature of GVP Verifier

Date

COLORADO FUTURE BUSINESS LEADERS OF AMERICA

STATE OFFICER CANDIDATE AGREEMENT

To become a state officer of Colorado FBLA requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility. This agreement must be signed by all parties indicated in order for a candidate to be eligible for office.

IF SELECTED, the Candidate Agrees To:

- Perform to the best of his/her ability the duties of the selected office.
- Participate in all activities scheduled by the FBLA District Adviser or the Board of Directors.
- **Required** scheduled activities include:
 - State Officer Leadership Training (**must attend entire conference**)
 - Executive Board Meetings
 - Colorado Fall Leadership Conference
 - District Leadership Conferences (attend at least two-three conferences, weather permitting, depending on your title)
 - State Leadership Conference (**Note: State Conference has preference over prom, athletics and other activities. If you decide to attend an activity that conflicts with the state conference, you will not participate at the State Conference. You must be in attendance for all pre-conference planning beginning 2 days prior.**)

Please do not run for office if you are unable to completely fulfill any of the above requirements.

The Parents/Guardians, Coaches, and Employer Agree To:

- Permit the candidate to participate in all scheduled Colorado FBLA State activities.
- Encourage the candidate to take full benefit of the leadership development experience.

The Adviser and School Administrator Agree To:

- Recommend for state office only those candidates who are qualified.
- Ensure the candidate's attendance at all Colorado FBLA State activities.

Candidate Signature Date

Parent/Guardian Signature Date

School Administrator Signature and Title Date

Chapter Adviser Signature Date

Colorado FBLA State Officer Code of Conduct

Colorado FBLA State Officers have an excellent reputation. Your conduct as a Colorado FBLA State Officer should make a positive contribution to extending that reputation.

Listed here are rules of conduct for all Colorado FBLA State Officers:

1. I shall not possess or consume any alcoholic beverages or illegal controlled substances of any kind or in any form. I shall refrain from the use of tobacco in any form, especially while representing Colorado FBLA.
2. I shall follow the established curfew. Curfew means I am quiet and in my own room unless I am conducting official business at the instruction of the state FBLA staff.
3. I will always conduct myself in a professional manner as a representative of Colorado FBLA.
4. I shall apply appropriate leadership principles at all times. These include, but are not limited to the following: consensus building, compromising, listening, respecting other people's opinions and possessions, maintaining enthusiasm and involvement, and conflict resolution through open communications.
5. I shall wear appropriate dress at all official functions. Inappropriate attire, for both male and female Colorado FBLA State Officers, includes:
 - Jewelry in visible body piercing, other than ears.
 - Low slung jeans, overalls, short-shorts, skorts, exercise or bike shorts.
 - Backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses.
 - Midriff tops, tank tops, bathing suits.
 - Visible foundation garments.

Denim and jean-like apparel are appropriate at the dance or other casual FBLA functions, but not during any other official sessions or meetings.

6. I shall immediately remove myself from all situations that could compromise my professional image.
7. I shall not deface public property. I will be responsible for any damages caused to rooms or facilities I am responsible for.
8. I shall carry out my duties and responsibilities for the entire term of office.
9. I shall follow my local school policies where they are more restrictive than the state policies and guidelines.
10. I shall not be engaged in any inappropriate or illicit behavior.
11. I am responsible for reporting any violations of these codes of conduct committed by myself or by fellow officers.
12. Official conferences and activities begin when I leave home for the event and end when I return home. Therefore, this code is in effect throughout this entire period of time.
13. The code applies to the entire term of office whether you are at an FBLA conference/activities or not.
14. If other situations arise that are not covered by the Code of Conduct for Colorado FBLA State Officers, I shall use my best judgment in the situation. Above all, I will try to act in such a way that I will reflect positively on Colorado FBLA.

Sanctions

Anyone may make a bad decision here or there. Colorado FBLA wants students to learn from any poor choices. Therefore, sanctions assigned to a FBLA State Officer are educational in nature. Our goal is for each student to learn from a bad decision and equip themselves with the skills to make better decisions in the future.

While some sanctions may be perceived as punitive, the student conduct process seeks to assign sanctions with educational purpose, and sanctions are intended to balance the needs of the individual with the needs of the organization. Sanctions may range from a reprimand, to probation or dismissal. There are a variety of sanctions outlined. Any notices will be copied to the Local Chapter Adviser.

1. Reprimand. A notice will be given to the FBLA State Officer and Local Adviser that her/his actions are inappropriate, and that the individual must act more responsibly in the future. A reprimand also indicates that should the individual again be referred for disciplinary action, their prior disciplinary history will help determine any future sanctions.
2. Disciplinary Probation. A notice will be given to the FBLA State Officer that her/his actions are of a serious Colorado FBLA State Officer Code of Conduct policy violation. Probation shall be for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any Code of Conduct policies during the probationary period. Any violation committed during the probationary period will result in a review of the student's status as a FBLA State Officer.
3. Disciplinary Dismissal. After review by the State Officer team Adviser(s) a recommendation from the Colorado FBLA State Adviser will be given to the Colorado FBLA Board of Directors calling for resignation of the State Officer from the FBLA Officer Team. The Colorado FBLA Board of Directors shall review the recommendation and determine the final sanction.

Parents and/or guardians will be notified and Colorado FBLA reserves the right to notify law enforcement.

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

Colorado FBLA State Officer Signature

Date

Parent/Guardian Signature

Date

Officer Adviser Signature

Date

Colorado FBLA State Officer Adviser

Date