

Future Business Leaders of America - Arizona **2024-2025 State Officer Application**

Congratulations! You have taken the first step towards a year that is sure to be a memorable one! Running for a state office with FBLA Arizona is an exciting and important decision. This letter will highlight some of the important aspects to consider when running for a FBLA state office position and walk you through the steps to take prior to campaigning at the State Leadership Conference.

First off, running for a state office is not something that can be done alone. You need the support of your adviser, your chapter, your school, and your family. Meet with your adviser and discuss this fully before deciding. This is a highly visible position, so you need to make sure you are fully committed to serving a year long term. Please keep in mind the following commitments that you will have to make if you are elected as an FBLA State Officer:

- You will be required to attend State Officer trainings and the National Leadership Conference. The first events will be held April 10, May 2-4, June 2-7, and June 25-July 3.
- You will miss between 20 and 25 days of school, beginning in the fall of the elected year. This will be for chapter visits, trainings, and conferences. Some of these dates are not set yet (for example chapter visits), but the ones we have are as follows. These are **MANDATORY** non-negotiable dates.
 - Leadership Camp – September 22-25, 2024
 - Fall Leadership with the Suns – October TBD one day event
 - FLEX Conference – November TBD, 2024
 - NFLC – November TBD, 2024 (Usually around November Nov. 17 to 21 time). This date is not out yet by national office.
 - Regional Conferences – January TBD, 2025. There are 6 of these and you must attend 4 of them not including your competition date.
 - Middle School State Conference – March TBD, 2025
 - State Conference – April TBD, 2025
- You will be required to attend all virtual meetings (usually twice a month). Dates will be discussed when the team is chosen.
- You will be required to do two workdays usually one over Holiday break and one in March to help get ready for regional and state conferences. These dates are chosen by the team in June at State Officer Training.
- You will be required to cover most of the cost to attend the National Leadership Conference held in the summer (get with your school on this). The state will provide the costs of excursions and some meals. You will be responsible for flight, hotel, and some meals. You can discuss this with your school as well.
- In-state and out-of-state travel will be required. The state office again will pay for most of these trip expenses such as hotel, meals, and excursion costs. We will pay flight for the November NFLC. In State travel for chapter visits and

Future Business Leaders of America - Arizona **2024-2025 State Officer Application**

transportation to and from in state activities is paid by the state officer. In state hotel and meals will be paid by the state department.

If you are still interested, that's great! Here are the qualifications you need to be able to run for a state office position:

- Be an active FBLA member in good standing. Must be in the national membership portal with an FBLA ID number.
- Be currently enrolled in a CTE (Career and Technical Education) program when you apply and run for office and plan to enroll in a CTE program during the 2024-2025 academic school year, unless you are a completer of a CTE Business, Media, IT program that affiliates with FBLA.
- Have the written approval of your chapter adviser, parent/guardian, and school administrator. (Advisers should only endorse candidates who meet the criteria and show characteristics of a highly qualified, mature, go getter, responsible, and motivated individual).
- Have an unweighted GPA of 2.75 or higher.

Next, here are the steps that you need to take prior to campaigning at the State Leadership Conference:

- (1) Complete the state officer application – located at www.azfbla.org under the State Officer tab. Refer to the first page of the application for the complete checklist.
Final application is submitted through an electronic submission link (Wufoo Form) by February 10, 2024. No Exceptions! The entire application must be completed all together as you cannot save and continue so please make sure you have all requirements ready when you submit including any requested documents (resume, transcript, letter of recommendation, etc.)
- (2) Complete a candidate screening interview and FBLA knowledge exam. ALL interviews will be conducted at the Arizona Department of Education on February 22, 2024. There will be no virtual option. Additional information will be sent no later than February 12, 2024.
- (3) All Candidates who meet the initial requirements will move onto the interview phase. From the interview stage, if you are selected to move forward to the campaign stage at SLC, you will be notified no later than March 1, 2024, so you can prepare your campaign materials for State Leadership Conference where you will have a campaign booth and a prepared speech to be delivered at the State Leadership Conference in April. More details will follow.

This is a very condensed version of the application process, but it highlights the major steps that need to take place. Being an FBLA Arizona state officer is a huge commitment

Future Business Leaders of America - Arizona
2024-2025 State Officer Application

and responsibility, but it is also well worth the time, work, and experience! I look forward to meeting you.

If you have any questions do not hesitate to contact me at missey.boucher-goodman@azed.gov.

Good luck!

Missey Boucher-Goodman

Missey Boucher-Goodman
FBLA Arizona State Adviser



Future Business Leaders of America - Arizona **2024-2025 State Officer Application**

The following forms must be submitted to no later than February 10, 2024 to be considered. Submit pages 4 to 13 of this application to the submission link below.

Form A: Applicant Summary and Checklist

Directions: **Applications will be accepted year-round. However, they must be submitted via the electronic link listed below no later than February 10, 2024 of the campaign year.** *It is recommended that you fill out this application in MS Word and submit as a PDF.* No emailed or faxed copies of applications will be accepted. Every candidate must complete a screening committee interview. Please submit completed application to:

<https://fblaarizona.wufoo.com/forms/xdzpi5a0i0meiu/>

Applicant Summary and Checklist

Applicant Name:

School:

Due to potential State officer activities that include State Volunteer Employee requirements, international and domestic travel, White House Visitations and insurance requirements, applicants must be able to provide one of the following at the time of applying for State Office:

- Social Security number or,
- United States Passport or,
- Legal Visa or,
- United States birth certificate

- Copy of valid photo ID
- Personal Motivation Statement (500 words or less describing why you want to run for a state office position)
- Resume
- Letter of recommendation from your local chapter adviser
- Transcript (FBLA state officers must have a 2.75 un-weighted GPA or higher at the time of application and maintain this minimum GPA during your term)

Completed State Officer Application including:

- Form A: Applicant Summary and Checklist
- Form B: Applicant Fact Sheet
- Form C: Discipline Policy and Procedures
- Form D: FBLA Code of Ethics

Future Business Leaders of America - Arizona 2024-2025 State Officer Application

- Form E: Commitment Statement
- Form F: Travel and Chaperone Consent
- Form G: Application Certification

- I have uploaded all original copies of this application with original signatures where required (no copies or faxes).
- My completed, original application will be uploaded no later than February 10, 2024. No exceptions!
- I have looked over the dates that are Mandatory and am able to attend them. Again, those dates are:
 - Leadership Camp – September 22-25, 2024
 - Fall Leadership with the Suns – October TBD one day event
 - FLEX Conference – November TBD, 2024
 - NFLC – November TBD, 2024 (Usually around November Nov. 17 to 21 time). This date is not out yet by national office.
 - Regional Conferences – January TBD, 2025. There are 6 of these and you must attend 4 of them not including your competition date.
 - Middle School State Conference – March TBD, 2025
 - State Conference – April TBD, 2025
- I understand that I am also responsible to do chapter visits throughout the year. These are usually done between August and February. The exact number varies from year to year based on how many requests we receive. The minimum required by each state officer is 7 visits.

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Future Business Leaders of America - Arizona
2024-2025 State Officer Application

Form B: Applicant Fact Sheet

General Information

Name:

FBLA Chapter:

Home Address:

City:

State:

Zip:

Home Phone:

Alt. Phone:

Email address:

Grade next school year: 10 11 12

Number of Years in FBLA

GPA:

Leadership Positions held:

Shirt Size:

Pant Size:

Suit Jacket Size:

Business Program Currently Enrolled in at the time of application:

Business Program I will be Enrolled in next year:

I am a completer of an FBLA covered Program (Please list which one and when you completed it:

Parent/Guardian Contact Information

Name(s):

Cell phone number(s):

Work phone number(s):

Email address:

Adviser Contact Information

Name:

Program:

Cell phone number:

Email address:

Service
Education
Progress

Future Business Leaders of America - Arizona

2024-2025 State Officer Application

Form C: Discipline Policy and Procedures

FBLA Arizona State Officers are student representatives of FBLA Arizona. Our organization's success relies heavily on the actions of our state officer team. The "FBLA State Officers Code of Conduct" and the "State Officer Discipline Policy and Procedures" were developed and approved by the FBLA executive council and will be enforced.

DISCIPLINE POLICY AND PROCEDURES FOR LEVEL ONE VIOLATIONS:

The following have been identified as "**extremely serious**" violations and will result in the "**removal from office**":

1. Missing more than one "required" Executive Council Meeting or FBLA State event.
2. Not handing in more than two assignments.
3. Possession, consumption, transportation, or purchase of any alcoholic beverage, vape, or illegal drug.
4. Inappropriate sexual behavior, harassment, or activity. This includes my social media presence, acts of bullying, discrimination, hazing, intimidation, and prejudice.
5. Defacing, damaging, or stealing public or private property.
6. Violations not mentioned as identified by the State Adviser or Executive Council Advisers.
7. Not maintaining my required GPA level at grade checks.

DISCIPLINE POLICY AND PROCEDURES FOR LEVEL TWO VIOLATIONS:

The following have been identified as less serious violations and State Officer will be suspended for the next FBLA event or until the matter is resolved.

1. Failure to complete assignments and/or reports on time.
2. Failure to communicate with the State Adviser, State Staff, other State Officers in a timely manner (usually 24 hours).
3. Failure to perform assigned tasks. Multiple violations and missed tasks will be considered a Level One Violation and I will be removed from the team.
4. Failure to follow the FBLA Arizona Dress Code.
5. Being disrespectful to their local adviser, any FBLA Adviser, State adviser, State Staff, and etc. Multiple occurrences will be a considered Level One Violation and I will be removed from the team.
6. Other violations not mentioned above but identified by the State Adviser or Executive Council Advisers.

Future Business Leaders of America - Arizona
2024-2025 State Officer Application

It is assumed that all members elected as FBLA State Officers are responsible, mature, and of the highest moral character. Based on this premise, FBLA State Officers will be requested to perform assignments both as individuals and as a team. Neglect or failure of one team member to produce affects the entire team production.

I understand the above policy and procedure and agree to abide by the regulations set for the FBLA Arizona State Officers.

Candidate Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Chapter Adviser Signature _____ Date _____

School Administrator Signature _____ Date _____



Future Business Leaders of America - Arizona **2024-2025 State Officer Application**

Form D: FBLA Code of Ethics (from National Office)

The Code of Ethics is a standard of conduct that should be ascribed to by all FBLA members and advisers. As role models, state officers must always conduct themselves per the Code of Ethics.

- ◆ I will be honest and sincere.
- ◆ I will periodically evaluate my personality and attitudes, making every effort to improve myself.
- ◆ I will approach each task with confidence in my ability to perform my work at a high standard.
- ◆ I will willingly accept responsibilities and duties and consider all assignments as important.
- ◆ I will be flexible and understanding as I accept assignments on behalf of the FBLA Arizona.
- ◆ I will seek to profit by my mistakes, and to take suggestions and criticisms directed toward the improvement of my work and me.
- ◆ I will abide by the rules and regulations of my school.
- ◆ I will exercise initiative and responsibility and will cooperate with my employer and fellow workers.
- ◆ I will dress and act in a manner that will bring respect to me and to my school and FBLA.
- ◆ I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.
- ◆ I will be willing to travel to serve the FBLA organization.
- ◆ I will be dedicated and committed to FBLA and the total program of the organization and business education.

I have read, understand, and agree to adhere to the Code of Ethics and the high standards and tradition of FBLA.

Candidate Signature: _____ Date: _____

Future Business Leaders of America - Arizona 2024-2025 State Officer Application

Form E: Commitment Statement

State Officer Applicant

If elected to serve FBLA as a member of the State Officer Team, I agree to:

Place an x in each box and sign

- Remain committed to my education and family obligations.
- Make FBLA state service my top priority after my education and family responsibilities.
- Follow the FBLA State Officer rules, guidelines, and responsibilities.
- Attend the State Officer Trainings as assigned above. This includes both in person and virtual trainings.
- Cooperate and communicate with my school, chapter adviser, local chapter, State Adviser, and state association throughout the year.
- Attend all required meetings, activities, and events.
- Perform all assigned officer responsibilities.
- Keep my school administration, local adviser, and all state staff informed of all activities.
- Maintain the highest degree of personal honor, integrity, and ethics.
- I understand that failure to attend any mandatory meeting or conference will result in loss of office and you will return any clothing, travel items, or other items issued to you by the state if you are removed from office.
- I understand that failure to do my assignments in a timely manner will result in loss of office and you will return any clothing, travel items, or other items issued to you by the state if you are removed from office.

Candidate Signature _____

Chapter Adviser

If _____ is elected to FBLA state office, I agree to:

Place an x in each box and sign

- Support this officer if he/she is elected.
- Recommend for state office **ONLY** those candidates who are qualified and you feel are able to handle the workload and requirements of being a state officer.
- Ensure that all school policies regarding travel and absences are communicated to the State Staff and that they are followed.
- Ensure that school officials are appropriately informed of officer activities.
- Assist the officer in making appropriate travel arrangements for required activities.
- Monitor the officer's academic program and communicate challenges to the State Director.
- Assist the officer with the successful performance of his/her duties and responsibilities.
- Communicate with FBLA state staff regarding any officer performance issues.

Adviser Signature _____

Future Business Leaders of America - Arizona
2024-2025 State Officer Application

School Administrator (required for all FBLA candidates)

If _____ is elected to FBLA state office, I agree to:

Place an x in each box and sign

- Support this officer if he/she is elected with the tools needed to fulfill his/her duties.
- Support the adviser's role throughout the year as well as attendance at all required FBLA events.
- Enable the officer to attend events required of a state officer.
- Allow officer to travel to and from the conference/activities deemed necessary to fulfill his/her duties as a state officer, whether transported by the state, state staff, their adviser, another state officer parent, or any other appropriate means of transportation.
- If elected, the administration will support the Executive Council by providing a certified teacher/adviser as required by FBLA Bylaws to attend the regularly scheduled meetings with the State Officer.

Signature _____ Title/Position _____



Future Business Leaders of America - Arizona
2024-2025 State Officer Application

Form F: Travel and Chaperone Consent

Name _____ Phone _____

School Name _____ Phone _____

As indicated by our signatures below, we hereby give this candidate permission to attend and travel to and from the conference/activities deemed necessary to fulfill his/her duties as a state officer, whether transported by an FBLA staff member, their adviser, another state officer parent, another state officer, the state officer themselves, or any other appropriate means of transportation. Please note ADE employees are not allowed to drive students to any event.

As a school official, my signature below verifies that the above checked modes of transportation comply with our student transportation policy.

School Administrator Title/Position Date

My signature below indicates that I have read and understand the above student transportation policy and agree to these conditions.

Parent/Guardian Date

Student Date

Service
Education
Progress

Future Business Leaders of America - Arizona
2024-2025 State Officer Application

Form G: Application Certification

Directions: The responsibility for sponsoring a state officer applicant rest with the local chapter of FBLA. Only local chapters that meet the criteria stated in the national bylaws are eligible to nominate candidates for state office. Upon approval of the local chapter, the applicant must forward this form to the state director for certification. The form, along with ALL required supporting materials, must then be uploaded via the electronic submission form (Wufoo) no later than February 10, 2024.

Certification by State Officer Applicant and Parent/Guardian (where applicable)

I agree to adhere to the State Office Candidate rules and regulations outlined in the work.

Applicant Signature _____ Date _____

As the parent/guardian to _____, *I have read the duties and responsibilities of the office being sought and will be supportive of my son's/daughter's effort to fulfill this obligation and, if elected, term as an FBLA state officer. I will provide the appropriate financial support for my son/daughter to fulfill his/her obligation as a state officer.*

Parent Signature _____ Date _____

Statement of Support by Chapter Adviser (required)

The credentials for _____ are included in this application. The applicant meets the qualifications for the office indicated. If elected, he/she will receive the full support of the school, chapter, and adviser in the execution of the duties of this office.

Adviser Signature _____ Date _____

*Additional information will be sent upon receipt of this application.
Thanks, and good luck!*