



FBLA ARIZONA COUNCIL INFORMATION 2022 - 2023

Welcome to the 2022-2023 application of FBLA Arizona's State Councils. There are four administrative councils that will aid in the betterment of FBLA Arizona. Each State Council will be headed by two or more state officers. Please read each council goals/requirements.

The four councils are as follows:

COUNCIL	LED BY
Presidents	State President, VP of Leadership Development
Chapter Development	VP of Chapter Development & State and National Programs, VP of Community Service & Alumni Relations
Sponsorship	VP of Finance & Sponsorship, VP of Communications
Public Relations	VP of Media Relations, VP of Public Relations

Each Council shall be dedicated to help in the betterment of FBLA Arizona and be focused on local chapters. The State Officers shall serve as the Directors of the council and have the full authority to remove Council members if necessary. Each Council member shall serve one term or the length of their respected state officer's term.

Each Council shall be comprised of a team of no more than **five** paid due members. It is up to the State Officers to determine whether or not candidates are qualified to be part of the Council. **State Officers will appoint your positions, you're just applying to be on the council.** Chapter office is NOT required but is highly encouraged.

If you have any questions, please contact Noah Killeen (Executive Vice President) at Noah.Killeen@azfbla.org.



PRESIDENTS COUNCIL

Alexandria Lopez

State President

Alexandria.Lopez@azfbla.org

Jack Webb

VP of Leadership Development

Jack.Webb@azfbla.org

Goals and Responsibilities:

- Coordinate and implement statewide recognition programs
- Work to monitor Accountability Chart
- Aide in the planning process of leadership conferences
- Promotion and development of FBLA Arizona

Positions Available:

- Team Lead
 - Lead the council in projects and meetings.
 - Consistently reports to state officer leads.
 - Oversees every council position.
- Vice Team Lead
 - Co-leads the council in projects & meetings with Team Lead.
 - Consistently Communicates with each council member.
 - Helps in developing assignments and goals.
- Secretary
 - Responsible for taking notes on every meeting.
 - Provides summary from previous meetings.
 - Checks with every council member on the status of assignments.
- Council Coordinator
 - Get in contact with other State Councils.
 - Monthly update on other councils goals/achievements.
 - Helps keep track of Accountability Chart.
- Activity Coordinator
 - Develop regional conference activities (i.e. Leadership Circus).
 - Develop interactive social media series ideas.
 - Develop Leadership Activities to share with chapters.

To Member Considering the Presidents Council:

Thank you for your interest in FBLA Arizona's State Councils and taking the time to apply. As your State President and a former council member, I can assure you that this will be an invaluable and meaningful experience. If you have any questions, feel free to contact us! Alex and Jack are very excited to be working with all of you and making this year another exciting year for FBLA Arizona!



CHAPTER DEVELOPMENT COUNCIL

Luis Encinas

VP of Chapter Development & State and National Programs

Luis.Encinas@azfbla.org

Bailee Olsen

VP of Community Service & Alumni Relations

Bailee.Olsen@azfbla.org

Goals and Responsibilities:

- Promote Middle Level and collaborate with local Middle Level chapters
- Help plan and promote a state-wide community service project and network with other members and chapters across the state
- Engage in the betterment of our local chapters and state delegation
- Develop recruitment ideas for the local and state FBLA Arizona chapters

Positions Available:

- Team Lead
 - Responsible for planning, decision making, and setting goals for the Team.
 - Expected to work in conjunction with the State Officers and maintains constant communication with State Officers and the rest of the Council.
 - Responsible for leading meetings, creating short and long term goals to ensure task completion and assigning tasks to specific members or the Team.
- Vice Team Lead
 - Expected to maintain consistent communication with Team Lead.
 - Assists team leaders in planning, goal setting, and decision making.
 - Responsible for ensuring reports are submitted at the end of each month.
- Outreach Member
 - Responsible for a recruitment ideas document for local and state chapters created collaboratively with the team.
 - Help conjure up ideas for the increase of member involvement.
 - Lead in broadening the amount of members receiving vital knowledge in the local and state level.
- Community Service Outreach Member
 - Assist team in creatively expanding member acknowledgement of community service opportunities.
 - Lead in promoting chapters to create an annual community service project.
 - Responsible for accounting the team in their individual community service.
- Communications Member
 - Responsible for taking notes at each meeting.
 - Updates and reminds council members of due dates and responsibilities.



- Summarizes previous meeting discussion and decisions.

To Member Considering the Chapter Development Council:

First of all, thank you for your interest in the FBLA Arizona State Councils and taking the time to apply! The State Officers can assure you that dedicating your time is well worth it and Arizona FBLA appreciates your service to this organization. Luis and Bailee are excited to get to know the council members and work on Arizona's goals! The State Officers look forward to a year of progress and getting to know you!



SPONSORSHIP COUNCIL

Robert Castro

VP of Finance & Sponsorship

Roberto.Castro@azfbla.org

Julia Bell

VP of Communications & Public Relations

Julia.Bell@azfbla.org

Goals and Responsibilities:

- To further promote FBLA Arizona's dedication to sponsoring events at the state leadership conference by working to gain sponsors
- To practice financial literacy in the endeavors to gain sponsorships by broadening the understanding of the relationship between finance and business
- To create and promote resources for local chapters to educate on fundraising opportunities and good money management practices
- To increase financial understanding and the amount of opportunity for FBLA Arizona's members and to contribute to the betterment of the organization

Positions Available:

- Team Lead
 - Work with the State Officers & Vice-Team Lead to develop and produce and agenda prior to any and all Sponsorship Council Meetings.
 - Create and Maintain the Sponsorship Council Accountability Chart.
 - Work with the Vice-President of Sponsorship to create and obtain sponsorship opportunities for FBLA Arizona.
- Vice Team Lead
 - Work with the State Officers & Team Lead to develop and produce an agenda prior to any and all Sponsorship Council Meetings.
 - Work with the Team lead to maintain the Sponsorship Accountability Chart.
- Council Records Director
 - Record meeting minutes in any and all sponsorship council meetings.
 - Recall past meeting consensus at the beginning of all meetings.
- Communications Director
 - Work with the Vice-President of Finance to create, develop, and promote financial literacy throughout FBLA Arizona.
 - Communicate dates and deadlines with State Officers and other council members.
- Research Director
 - Work with the State Officers & Team Leads to develop topics for the Sponsorship Council Projects.
 - Create and promote resources for local chapters to educate on fundraising opportunities and good money management practices.



To Member Considering the Sponsorship Council:

We are honored to acknowledge that these are the first few steps you are taking to make an overall impact for FBLA Arizona! FBLA offers all of its members numerous opportunities and our state councils will allow you to do more beyond your chapter. As your VP of Finance & Sponsorship and your VP of Communications & Public Relations, we are dedicated to obtaining potential sponsors who will aid FBLA Arizona to grow. We will push financial literacy for each member to get a better understanding of the relationship between finance and business while promoting new ideas for chapters on how they can improve on fundraising! We just want to say thank you for being such an outstanding leader who is driven to reach new heights!



PUBLIC RELATIONS COUNCIL

Isabella Slowik

VP of Media Relations

Isabella.Slowik@azfbla.org

Julia Bell

VP of Communications & Public
Relations

Julia.Bell@azfbla.org

Goals and Responsibilities:

- Serve as event photographer and videographer during FBLA Arizona events
- Assist in the creation of social media content, including individual posts and series
- Promote FBLA Arizona's social media platforms
- Aid in the design of the FBLA Newsletters
- Actively post FBLA-related content on your personal social media account(s) before and during events
- Perform additional duties as assigned by Council Directors

Positions Available:

- Team Lead
 - Assist State Officers and oversee council members.
 - Help with Accountability Chart.
 - Ensure all members turn in assignments on time.
 - Make an agenda before a meeting and communicate regularly with State Officers about current events or the distribution of assignments.
- Vice Team Lead
 - Help Team Lead and create promotional posts for council members to post on their personal social media accounts.
 - Assist Team Lead and help other council members.
 - Work closely with Social Media Lead.
- Photographer
 - Receive photos from all the council members and compile the best ones to send to Alexandria, and Jared.
 - Come up with photo opportunities from home and work towards a weekly photography competition.
- Social Media Lead
 - Come up with series, posts, and promote the newsletter.
 - Help with coming up with content for Newsletter and proofread Newsletter.
 - Think of innovative ways to make posts more appealing and interactive.
- Communications Manager
 - Take notes at every meeting while keeping minutes and assist Social Media Lead in promoting Newsletter.



- New ideas to communicate with more members in FBLA Arizona and keep track of the Social Media of members.
- Communicate new ideas or responsibilities to council members if needed.

To Member Considering the Public Relations Council:

First and foremost, thank you for your interest in being a part of FBLA Arizona's Public Relations Council. Social media and any source of promotion serves as a big role in reaching members and increasing involvement in FBLA. If you love photography and creation, we can assure you this is the place for you. We truly value your dedication and service to the organization, and we look forward to the possibility of working with you in the near future!



FBLA ARIZONA COUNCIL APPLICATION 2022 – 2023

Congratulations! You have taken the first step towards a year that is sure to be a memorable one! Applying for a State Council in FBLA Arizona, is an exciting and important decision. This letter will highlight some of the important aspects to consider when applying for a FBLA Arizona State Council and walk through the steps and responsibilities. First off, applying for a State Council 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 making a decision.

Please keep in mind the following commitments that you will have to make if you are appointed to a FBLA Arizona State Council:

- Participate in regular mandatory conference calls with your respected State Officers and Council.
- Engage in the betterment of FBLA Arizona through innovative ideas and activity.
- Respond to your respected State Officer within 24hrs via email, phone, etc.
- Maintain a 3.0 GPA or higher throughout the school year.
- Serve one full term on your respected Council.

Application Checklist:

- Fact Sheet (paper application)
- FBLA Code of Ethics (paper application)
- Adviser Consent and Guardian Permission (paper application)
- Short Essay Answers (Wufoo form)
- Video Statement (Wufoo form)
- Adviser Letter of Recommendation (Wufoo form)
- Optional Resume (Wufoo form)

Once you complete the paper application, you will upload it (along with the additional materials listed above) on the online Wufoo form.



FBLA ARIZONA COUNCIL APPLICANT FACT SHEET

Applicant Information:

Name: _____

Chapter (School): _____

Email: _____

Cell: _____ Current Grade: _____

Number of Years in FBLA: _____

Top 3 Council Choices:

Ranked in order of preference.

1. _____

2. _____

3. _____

Parent/Guardian Information:

Name(s): _____

Email(s): _____



CODE OF ETHICS

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

- 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.

Applicant Signature: _____ **Date:** _____



VIDEO STATEMENT

With your application, please submit a 90 second video of why you should be appointed to your desired state council. Please note that you will not be judged on the quality of your video, but we should be able to see the applicant and audio should be clear. **Please wear professional attire for this video! If you are having trouble upload your video email them to Lupita at Lupita.Simbron@azfbla.org.**

Items to include:

- Name
- FBLA Chapter
- Number of years in FBLA
- Leadership experience
- Why should you be appointed to a state council? (PLEASE STATE YOUR TOP 3)

This a fantastic way to showcase your personality and creativity is highly encouraged! FBLA Arizona looks forward to hearing your story!

ESSAY QUESTIONS

You will also need to submit your answers to the following essay questions on the Wufoo form.

We encourage that you type your answers on a separate document and paste them into the form to avoid losing your progress.

Questions:

1. Why do you want to participate on a state council? (200 word max)
2. What skills and attributes will you bring to a state council? (200 word max)
3. Which state council are you most interested in joining, and why? (150 word max)



ADVISER CONSENT & GUARDIAN PERMISSION

For Guardian:

I, _____, guardian of _____, approve and allow my child to serve on the selected FBLA Arizona's State Council.

Guardian Signature: _____ **Date:** _____

For Adviser:

I, _____, adviser to _____, approve and support my student to participate on the respected FBLA Arizona's State Council.

Adviser Signature: _____ **Date:** _____



SUBMISSION

Thank you! Please scan only the application part (pages 9-13) and upload them to the Wufoo form on the www.azfbla.org website.

You will also need to upload the following items:

- Video Statement
- Short Essay Answers
- Adviser Letter of Recommendation
- Optional Resume

Thank you and good luck!