

COLORADO PHI BETA LAMBDA STATE OFFICER CANDIDATE APPLICATION

To run for a state office, submit this application form complete with all necessary signatures along with the following to the State Adviser by March 15. Send to Jacqui Geiselman.

- Resume (not to exceed two pages)
- Three letters of recommendation (one from local adviser, professor [that is not your local adviser], and one from a person in the community)
- Transcript (most current, unofficial is accepted)
- Flier/Brochure (8 ½ X 11 sheet on white or colored paper describing your qualities and qualifications; must include photo of officer candidate; may include artwork and may be two sided)
- Code of Conduct with appropriate signatures

Student Name _____

School _____

School Address _____

Adviser's Name _____

Adviser's School Telephone _____

Adviser's Home/Cell Number _____

Adviser's Home Address _____

Year in School _____

Student Home Address _____

Student Cell Number _____

Birthday (Month and Day) _____

Place of Employment (if employed) _____

Type of Business _____ Position _____

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

Candidate' Signature

Date

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

Adviser Signature

Date

Colorado PBL State Officer Code of Conduct

1. State officers will conduct themselves in a courteous and respectful manner, refraining from language and actions that might bring discredit to the association.
2. State officers must participate fully in all appropriate activities, conferences, workshops, business meetings, etc. for which they have responsibility.
3. State officers must abide by the requirements of the national office, state office and association dress code.
4. State officers must be willing to take and follow instructions as directed by those responsible for them.
5. State officers shall avoid places and actions, which, in any way, could raise questions as to character or conduct.
6. State officers must treat all members equally.
7. State officers participating in Colorado PBL assignments must not damage or deface property. Damages to any property or furnishing in hotel rooms, private accommodations and/or buildings will be the responsibility of state officers.
8. State officers shall communicate to appropriate state personnel any circumstances preventing them from carrying out predetermined plans at assigned conferences.
9. State officers shall not violate any state or federal laws.
10. State officer must follow deadlines accordingly.

State officers who violate any of the above subject themselves to:

1. Have any honors or offices withdrawn.

As a state officer, I agree that I will abide by the above prescribed code of conduct.

Signature: _____ Date: _____

Approved by the FBLA–PBL, Inc. Colorado Board of Directors August 1, 2012

COMMITMENT STATEMENTS/CERTIFICATIONS

Name _____

Desired Office _____

Directions: Serving as a successful FBLA–PBL state officer is a unique commitment that requires a strong partnership between the officer, the local adviser, school officials, and the state adviser or state chair. This form is to be completed and signed by each party.

Applicant

If to serve Colorado PBL 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–PBL state service my top priority after my education and family responsibilities
- Follow the FBLA–PBL Handbook rules, guidelines, and responsibilities
- Cooperate with my school, adviser, local chapter, state chapter, and national association throughout the year
- Attend all required meetings, activities, and events
- Perform all assigned officer responsibilities
- Keep my school administration, local adviser and state adviser informed of all activities
- Maintain the highest degree of personal honor, integrity, and ethics

Signature _____

Chapter Adviser

If _____ is elected or appointed to Colorado PBL, I agree to:

Place an "x" in each box and sign

- Support this officer
- Ensure that all school policies regarding travel and absences are communicated to the State Adviser and that they are followed
- Ensure that school officials are appropriately informed of officer activities
- Assist the officer in making appropriate travel arrangements
- Monitor the officer's academic program and communicate potential challenges to the State Adviser
- Assist the officer with the successful performance of his/her duties and responsibilities
- Communicate with Colorado PBL State Adviser regarding any officer performance issues

Signature _____

The information presented in this application is true and my own work.

Applicant Signature _____ Date _____

Certification by State Adviser or State Chair (required)

To the best of my knowledge, _____ meets the qualifications for the office sought. We endorse and support his/her application.

State Adviser/Chair's Signature _____ Date _____