



COLORADO FBLA CANDIDATE INFORMATION

The Colorado Community College System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Please direct inquiries to the CCCS AA/EEO officer, Cynthia Hier, at 720-858-2791 or via email at cynthia.hier@cccs.edu.

This information packet has been developed for YOU, the person who wishes to run for a state office. Each section is designed to help you better understand the campaign procedures and the duties of each office.

You are welcome at any time to contact your State Adviser, the State Officer Team Advisers, or your State Officer Team if any questions should arise that this packet may not answer. GOOD LUCK!

Being a FBLA state or national officer undeniably involves a great deal of hard work. It is also a challenge that brings many opportunities for learning, experiencing, and growing. A mixture of conferences, speeches, assignments, and deadlines are just a few of the things that an officer will experience. The officer can also expect to meet new friends and people within the FBLA-PBL organization.

Anyone willing to accept the challenge and responsibility of the officer duties is encouraged to run for an office. It may sound scary, but the rewards definitely outweigh the workload. Anyone can be a good officer if they only reach far enough for the challenge, because the goal is already with you.

Running for Office

Qualifications and Procedures

Each candidate must be a member in good standing in an FBLA chapter at the school in which he/she is enrolled. *Candidates must have taken or be currently enrolled in a business or business-related course.*

Because of the time commitment of running for state office, and being sequestered candidates MAY NOT compete in any speaking, interview or presentation events at the state level. However, they only may compete in an individual written event (an event qualified in at districts).

A school may have no more than three (3) candidates running for an office. An unlimited number of candidates may come from the District.

Each candidate must have been approved by his/her local adviser and school administration.

Each candidate must be a current sophomore or junior.

Each candidate must have a 2.5 GPA or higher.

Each candidate for state office must send an official bound application with all required materials to the State Adviser by the State Leadership Conference registration deadline.

Each candidate must have at least one full school year remaining in high school.

Each candidate for state office must hold or have held an elected office in his/her local chapter or a similar office in an organization on the approved list of National and State Activities released by the National Association of Secondary Principals.

Each officer candidates must be able to attend the following mandatory meetings if selected to office. **If you are unable to attend these required dates, do not run for state office.**

May	New State Officer Team and Adviser Meeting
June	Colorado FBLA State Officer and CTSO Training
September	State Officer Team and Adviser Meeting
September/October	Colorado Fall Leadership Conferences (at least 2)
December	State Officer Team and Adviser Meeting
January/February	District Conferences (attend at least 2-3 depending on position)
April	Colorado FBLA State Leadership Conference

THE COLORADO FBLA STATE CONFERENCE TAKES PRECEDENCE OVER PROM, ATHLETICS, OR OTHER ACTIVITIES. THIS IS NOT NEGOTIABLE!

State officer candidates shall submit the following in a bound folder (NO 3-ring binders, please) to the State Adviser to be included with the State Leadership Conference registration: *(Note: Please put the following in the order listed when binding.)*

1. Typed State Officer Application and Candidate Agreement Form with appropriate signatures
2. One page document with a one page Resume on one side and a professional headshot photo on the back (preferably in color)
3. Three letters of recommendation from the local FBLA adviser, a teacher outside the business education department, and a member of the business community.
4. Completed GPA Verification Form
5. Signed Code of Conduct Form
6. A professionally-written article relating to FBLA Leadership or business education PUBLISHED in the Colorado FBLA Today newsletter. **(Minimum of 200 Maximum 500 words)** Deadline dates: October 1, December 1, and March 1. The article may NOT be a candidate biography or chapter article.
7. Take an FBLA Knowledge Test at the District Conference at the District Leadership Conference (for those who are uncertain of their candidacy by Districts they should take the test just in case, if there is a need to reschedule this test you must contact the State Adviser or their District's Board Member)

The candidates for office must be present at the Colorado FBLA State Leadership Conference to be eligible for official selection. All candidate applications for state officer positions will be reviewed by an appointed Selection Committee at the State Leadership Conference.

Candidates will want to review all aspects of the FBLA organization including the history, organizational chart, pledge, leadership goals, and insignias.

National Officer Candidates

If you are interested in running for an **elected** National Office (Mountain Plains VP, President, Secretary, Treasurer, or Parliamentarian), you must contact the Colorado State Adviser by February 1 and be:

- Selected by the Colorado Selection Committee at the State Leadership Conference to represent Colorado.
- You must submit all Colorado State Officer materials by **the first Friday in March**.
- If we have more than one candidate for a national office, the Selection Committee will select one person to represent Colorado at the National Conference.
- National Parliamentarian: Colorado may submit one candidate for this position. A candidate must be selected by the Selection Committee, as stated above.
- If selected to represent Colorado as a National Officer Candidate, you will serve as the Colorado Executive Vice President or Parliamentarian.

Questions and Answers

- Q. Will I have any more responsibilities as an FBLA state officer other than the ones listed as the duties listed in in this packet?
- A. Nearly every State Officer will have added responsibilities, but those are going to be delegated to you by the State Adviser or State Officer Team Advisers.
- Q. What are all the positions on the State Officer Team?
- A. The State Officer Team consists of the State President, Executive Vice President, State Secretary, State Social Media Representative, State Reporter, and the State Vice Presidents representing each district.

Questions That Might Be Asked of an Officer Candidate

1. Why do you think you are qualified to be a (district/state/national) officer?
2. What does FBLA mean to you and how has FBLA played an important part in your life?
3. How are you at assuming responsibility?
4. What are some of the qualities a leader must have? Do you have them? Explain.
5. What is the one main purpose of FBLA?
6. Describe your relationship with your Chapter Adviser, and will he or she be able to help you in completing your duties as a State Officer?
7. How will you balance missing school, work, or athletics?
8. What is your best asset? What is your worst trait?
9. Give four adjectives that best describe you. Why?
10. Describe how you will present if something important is taking place at your school and you are asked to be at a special state officers' meeting?
11. What is your favorite thing to do when you have spare time?
12. If you could change one thing in FBLA, what would you change?
13. How can the state officers in FBLA promote the national projects?

Selection Procedures

State officers (President, Executive Vice President, State Vice Presidents, Secretary, Social Media Representative, and Reporter) are selected at the State Leadership Conference. The Executive Vice President position is reserved for a candidate running for a national office.

There will be NO campaigning or caucusing for any office.

State officer candidates will be sequestered together for the duration of the selection process and leadership activities at the State Leadership Conference.

Leadership activities for officer candidates at the State Leadership Conference will include but are not limited to the following:

- A two minute or less elevator speech promoting FBLA
- An individual interview with selection committee members
- Team building activities
- An interview with the candidate's local adviser(s)
- A FBLA Knowledge Test (this takes place at Districts or other reschedule time prior to SLC)
- Session rehearsals with multimedia company
- Meet the Candidate Session

It is not too early to start planning! Organization is of great importance if accurate and efficient information outlining the positive characteristics and goals of a candidate is to be available. Scheduling of specific tasks, which need to be completed is a good idea so that the ideas and plans will be accomplished in a neat and thorough manner. By having a set schedule and sticking to it, all of the materials will be finished before the date for application, and there won't be a mad rush at the last minute.

Selection Committee

A Selection Committee will be responsible for choosing the State Officers by utilizing rubrics for the application materials and confidential discussions.

Each District may send one student to serve on the Selection Committee. Students who are chosen for the Selection Committee will be eligible for a reduced State Registration Fee of \$50 as well as some provided meals. The Selection Committee may be composed of, but is not limited to, past state officers, current and past FBLA local advisers, other CTSO members and advisers, business and industry representatives and FBLA members as assigned by the FBLA State Adviser and State Officer Team Adviser(s).

Each district needs to select a student to serve on the Selection Committee at the State Leadership Conference; this can either be done by the State Vice President of that District or the Board Member for that District. In order to be eligible, a student:

- Must be a one-year (+) member of FBLA;
- May not be from the same chapter as an officer candidate;
- May not be competing at the State Conference and **MUST BE** available for two days at the conference.