



COLORADO FBLA STATE OFFICER HANDBOOK

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.

The Role of a State Officer

Why did you run for office? You know your reasons, but your members are going to know them also--without your telling them! Within about three months, one look at your file in the state office will provide the answer.

Your total performance is not going to be based on how many letters you write or what you say, but your ATTITUDE about your responsibility as a state officer will be evidenced by the contents of your file. How do you think the FBLA members would react if the only thing in an officer's file was the original application? By running for an FBLA state office, you indicated you were willing to accept some responsibility for its future. By being elected and installed as a state officer, you automatically accepted a responsibility to FBLA and its members.

Obviously your poise, enthusiasm, and overall leadership abilities impressed the selection committee. Much work lies ahead as well as many new experiences--travel, new friends, and representing Colorado FBLA in new places. What will the result be of being a Colorado FBLA state officer--a lot of fun, invaluable experience for you, and a terrific image for FBLA.

Duties of State Officers

Duties of state officers are outlined in the state chapter bylaws. Activities include answering correspondence, conducting workshops, speaking before small and large groups, writing articles for various publications, setting goals and objectives for themselves and the association, introducing business and government leaders to the association's programs, and assisting in the planning of FBLA or PBL Leadership Conferences.

State Officers become a figurehead of Colorado FBLA (including the Board and State Adviser)--all working together to guide the state chapter toward its goals. All of these activities must be completed in one short year.

Specific responsibilities may be developed by each officer during the Summer Planning Conference. The basis for the State Officer Team goals and objectives should be consistent with the state and national goals.

All state officers (president, executive vice president, district vice presidents, secretary, social media rep, and reporter) have the following specific duties:

- Make a minimum of two local chapter visitations.
- Attend one Fall Leadership Conference.
- Attend to one District Leadership Conference (other than their own) two if you are an executive officer.
- Attend all State Officer il meetings.
- Attend all days of the Colorado Career and Technical Student Organization Leadership Conference (during the summer).
- Attend the State Leadership Conference (most expenses paid by Colorado FBLA).
- Follow and abide by the State Officer Code of Conduct.
- Submit required documents to State Adviser and State Officer Team Adviser(s).
- Attend the National Leadership Conference (optional).
- Attend the National Fall Leadership Conference (optional).
- Responsible for other duties as delegated by State Adviser or State Officer Team Adviser(s).

Duties of the State President

In addition to the duties listed for all state officers, the State President shall:

- Preside over and conduct all State Officer meetings according to parliamentary procedure (Robert's Rules of Order, Newly Revised), and the bylaws.
- Review agenda's from the State Adviser to prepare for State Officer Meetings.
- Serve as a voting delegate at the National Leadership Conference following his/her selection.
- Serve as a member of the Board of Directors and attend all official Board meetings. Present, at the fall Board meeting, a report on the officers' program of work and team goals for the upcoming year.
- Give the one minute oral report at the National Leadership Conference following his/her selection as president.
- Work closely with the State Adviser and the State Officer Team Adviser(s).
- Serve as a model representative for FBLA public relations. The president is called upon many times to make presentations before adult and student organizations. The president is involved with a year of extensive statewide travel and, on occasion, out of state trips.
- Obtain at least \$150.00 in sponsorships by February 1.

Duties of the National Officer Candidate/Executive Vice President

In addition to the duties listed for all state officers, the Executive Vice President, if determined by the selection committee, shall:

- Fulfill his/her commitment to the National Association.
- Serve as liaison between the State and National Associations.
- Assist the president in the promotion and development of FBLA on the local, district, state, and national levels.
- This position is filled by an approved national officer candidate. This position is not filled if Colorado does not have a national candidate.
- Obtain at least \$150.00 in sponsorships by February 1.

Duties of the District Vice Presidents

In addition to the duties listed for all state officers, the State Vice Presidents shall:

- Plan and preside over all district meetings. It is recommended that each district have three board meetings.
- Work with the District Board Member to plan and prepare for the District Conference held in February.
- Work closely with the Local Chapter Adviser and the District Board Member. Send the District Adviser a copy of all correspondence.
- Correspond with the chapters within the district.
- Visit local chapters in the district when possible.
- Work closely with the State Adviser and the State Officer Team Adviser(s).
- Obtain at least \$150.00 in sponsorships by February 1.

Duties of the State Secretary

In addition to the duties listed for all state officers, the State Secretary shall:

- Keep an accurate record of all State Executive Officer meetings.
- Publish and email minutes of the State Officer meetings within two weeks after the meeting to all members of the State Officer Team, their advisers, and the State Officer Team Adviser(s).
- Work closely with the State Adviser and the State Officer Team Adviser(s).
- Obtain at least \$150.00 in sponsorships by February 1.

Duties of the State Reporter

In addition to the duties listed for all state officers, the State Reporter shall:

- Publish FBLA TODAY three times during the year (Fall, Winter, and Spring).
- Work with the Social Media Representative to help organize information for the different Social Media sites.
- Send at least one article on state activities to the national office to be published in Tomorrow's Business Leader.
- Prepare news releases for all Leadership Activities.
- Work closely with the State Adviser and the State Officer Team Adviser(s).
- Obtain at least \$150.00 in sponsorships by February 1.

Duties of the Social Media Representative

In addition to the duties listed for all state officers, the State Social Media Representative shall:

- Represent Colorado FBLA via social media outlets.
- Maintain communication with the Colorado delegation via social media.
- Work closely with the State Officer Team Adviser(s), State Adviser, and State Officers.
- Keep Colorado FBLA current and active on all relevant social media, including but not limited to:
 - Facebook, Twitter, Instagram, Pinterest, and others.
- Work closely with the State Adviser and the State Officer Team Adviser(s).
- Obtain at least \$150.00 in sponsorships by February 1.

Recommendations for the State Reporter and Social Media Representative:

- You both are the public relations contacts for Colorado FBLA--the newsletter reflects the organization. Therefore, make sure it is perfect before it goes to press.

State Officer Standard Operating Procedures & Responsibilities

Your state office, of course, means that you have a tremendous responsibility to the organization and to your members. But, you also have a great responsibility to yourself, your family, and your education. Your office DOES NOT take precedence over your education. Decline an assignment if there is an educational conflict.

During your term of office, some of you will, perhaps, hold another office on the local chapter level. You must remember that you may "wear only one hat at a time."

As a state officer, you will be expected to assist local chapters in their growth and development as requested by the local officers and advisers.

Your Fall, District, and State Leadership Conference responsibilities will be numerous. You are expected to attend, and you will be advised well in advance of the activities in which you will be expected to participate. State officers should NOT permit themselves to be involved with ANY candidate for state office.

Written Communications

You will be sending out numerous items of written correspondence during your year as a state officer. Before you send any correspondence, have your adviser or local officers proofread it for accuracy. **You should NEVER send any correspondence with an error!** A copy of ALL correspondence should be sent to the State Adviser and State Officer Team Adviser(s)!

Uniform

You will be expected to be in official dress for all functions of Colorado FBLA, unless otherwise notified. Official dress is business attire with your blazer. You will be given an FBLA blazer when you became an officer; you should keep it clean as you will be returning it at the end of your term. Denim is never appropriate for state officers.

Expense Forms

You must file an expense form to be reimbursed for your expenses for Colorado FBLA. This expense form should be sent to the FBLA State Adviser.

Travel Authorization

When you are traveling for Colorado FBLA, each state officer must email a travel authorization to the State Adviser at least ONE WEEK prior to your trip. In addition to YOUR signature, the form requires your local adviser, school administrator, and parent to sign the form. If you do NOT submit the travel authorization, you will NOT be reimbursed for that trip. You should travel the LEAST expensive way; travel with other officers, if possible.

Supplies and Materials

You will be assigned a mini iPad for the year to use for any of your technology needs. You will return the iPad at the end of the State Leadership Conference. For your knowledge be able to locate any FBLA resources.

Files

Electronic Files and other continuous use material. Each of you, as state officers, should keep a set of electronic files during your term of office. Put a copy of your files on a flash drive to give to your successor to help them for the next year (or email them). Any continual use items (for examples state qualifying pins, banners, etc.) also need to be passed to the next officer.

Insurance

IF you drive, you MUST submit proof of current auto insurance. If you do not drive, please submit a statement indicating so. Both need to go to the State Adviser and State Officer Team Adviser(s) prior to the first State Officer Activity.

Financial Notes

Funds are available to cover approved travel, lodging, and food expenses for each state officer and their adviser to attend all official State Officer meetings.

Name badges will be provided for newly selected officers and their advisers. Replacement badges will be provided at your own expense.

Complimentary registration will be provided by Colorado FBLA for each officer at the Colorado Fall Leadership Conferences and the State Leadership Conference.

Each officer will be provided with an official FBLA blazer to wear during his/her term of office. The blazer will be passed on to the succeeding officer.

The officer and/or local chapter will be responsible for financing the rest of the officer uniform.

Business or formal attire is required for the Awards session at the State Leadership Conference. The ladies will wear business attire (color determined at or before CTSO Training) and the gentlemen will wear a tuxedo provided by the conference sponsor. The ladies may be reimbursable cost is \$100 with presentation of their dress receipt.

No allowance will be allocated for state officers to attend the National Leadership Conference and/or the National Fall Leadership Conference. (Note: \$200 may be reimbursed if all reports are submitted on time and officer responsibilities are completed by May 1.)

No student shall be denied the right to serve as a state officer because of limited finances. It is the responsibility of the local adviser to notify the State Adviser and State Officer Team Adviser(s) of a potential candidate in this situation.

Chapter visitation mileage should be reimbursed by the chapter the state officer visited.

Time Commitments

State FBLA officers should plan to commit a great deal of time to FBLA during their year in office. A sample itinerary might include:

May:	One day:	State officer meeting with adviser
June:	5 days:	CTSO Officer Training (must attend all days of training)
*June-July:	Seven days:	National Leadership Conference
September:	One day:	State officer meeting with adviser
Sep/Oct:	One day:	Colorado Fall Leadership Conference
*November:	Two days:	National Fall Leadership Conference
December:	One day:	State officer meeting with adviser
February:	Two/three days:	District Leadership Conferences
April:	Five days:	State Leadership Conference

**Optional activity*

In addition to the previous time commitments, each officer is expected to:

- Visit local chapters throughout the year. (Mileage should be reimbursed by the local chapter the state officer visits).
- Prepare correspondence, workshops, etc., for use in visitations and conferences.
- Spend other time as required or requested.

Travel Tips

- Leave an up-to-date itinerary at your home and with your local adviser, not only for the convenience of your family, but also so the State Adviser will know where to reach you should it be necessary.
- Let your host or hostess know your arrival and departure times.
- In all cases, only the NECESSARY expenses involved in travel will be paid by Colorado FBLA.
- When you are invited to a conference or any Colorado FBLA function, find out from the person issuing the invitation exactly what will be expected of you during your visit. More than your presence should be expected! Whatever is asked of you, be prepared to do it--DO NOT wait until you arrive to make preparations!
- Proper "thank you" letters should be written to the host or hostess as soon after the visit as possible with a copy sent to the State Chairperson-Adviser and the State Officer Team Adviser(s).
- It is customary to tip 15-20 percent for meals and 10 percent for a taxi. One dollar per bag for hotel bellmen is customary and \$1 per night per person is the customary gratuity for the maid who cleans your hotel room.
- When traveling, you are a goodwill ambassador for the organization. Be prepared to answer questions not only at your destination but also en route.

Forms

Sample state officer forms can be found in the State Officer Handbook available on the Colorado FBLA-PBL state website on the State Officers page. Sample forms state officers are responsible for include:

- CTSO State Officer Code of Conduct
- Travel Authorization Form
- Monthly State Officer Activities Report
- Travel Expense Form
- Chapter Visitation Report
- Chapter Visitation Verification Statement
- Photo Release Form

Suggested State Officer Travel Checklist

HYGIENE ITEMS

- _____ Deodorant
- _____ Toothbrush & paste
- _____ Shampoo & conditioner
- _____ Lotion

MISCELLANEOUS ITEMS

- _____ Safety pins
- _____ Rubber bands
- _____ Band Aids
- _____ Contact lens supplies
- _____ Q-tips
- _____ Fingernail clippers
- _____ Aspirin & other needed medicines

LADIES

- _____ Slip
- _____ Curling iron/hair dryer
- _____ Make-up
- _____ Razer/Shaver
- _____ Nail polish & remover

CLOTHING

- _____ Appropriate jacket or coat
- _____ Tennis shoes
- _____ Dress (official) shoes
- _____ Pajamas/robe
- _____ Casual clothes
- _____ Official uniform and polo
- _____ Socks & underwear

INCIDENTAL

- _____ Needle, thread & buttons

GOOD IDEAS

- _____ Swim suit
- _____ Camera and battery charger
- _____ Extra money
- _____ Watch

MEN

- _____ Shaving supplies
- _____ Neck tie (plus an extra tie)
- _____ Socks

OFFICER SUPPLIES

- _____ Pens
- _____ Pencils
- _____ Paper (note pads)
- _____ Paper clips
- _____ Electronic Device
- _____ Poem or inspiration/quote book
- _____ Speeches
- _____ Sticky notes
- _____ Breathe mints
- _____ Highlighters

General Adviser Information

The adviser counsels the student on the qualifications and duties of a state officer and helps with the decision to run. The adviser guides the student during the selection process and serves as "mentor" during the officer's term of office.

The adviser works closely with the State Officer Team Adviser(s) and is kept fully informed of all aspects of the officer's work.

The adviser should review workshop/speech content and materials and make sure that the officer practices the workshop/speech before an appearance.

The local adviser should proofread all correspondence before sending. The officer should write correspondence and articles and present them to the adviser for suggestions and any necessary changes.

As a state officer adviser, you should contact the State Adviser or State Officer Team Adviser(s) if you have questions.

The local adviser should accept responsibility for assisting officers. Secure the endorsement and support of parents, coaches, school officials, employers, etc.

The local adviser should be prepared to devote office space and personal time to your state officer. Helping your officer to get organized is important. He/she must learn to budget time and keep materials readily available. Adequate file space and a good filing system are essential.

The local adviser should be informed about state programs, priorities, and critical issues so ideas and counsel may be given to the officer.

The adviser AND officer must present a positive image of FBLA and its programs. The adviser must take an active part in helping the officer reach his/her personal and organizational goals.

The responsibilities and duties outlined below have been prepared to assist local advisers in helping their state officer during the year.

- Local advisers should attend the State Officer Team meetings when requested with their officer. These meetings are used to formulate the officer's responsibilities and program of work for the year and give the advisers insight into their support role.
- See that your officer accepts these responsibilities:
 - ◆ Acquire good basic knowledge of the organization and be capable of discussing ideas and issues intelligently.
 - ◆ Portray the proper image when representing the organization;
 - ◆ color-coordinated business attire for daytime and appropriate clothes for evening;
 - ◆ correct grammar usage;
 - ◆ proper manners and etiquette;
 - ◆ good attitude and public relations skills in working with individual members and chapters.
 - ◆ Prepare appropriate speeches when asked to visit local or state conferences, business, and civic groups. Local advisers should review speech materials, outlines, etc., and the officer

should practice the speech before an appearance.

- ◆ Answer correspondence and send "thank you" letters promptly. The local adviser should proofread all correspondence before sending. The officer should write correspondence and articles and present them to their adviser for suggestions and any necessary changes. As the year progresses, fewer changes should be necessary.
- ◆ Submit required documents to State Adviser and the State Officer Team Adviser(s).

Required dates:

- May: State Officer Meeting
- September: State Officer Meeting
- December: State Officer Meeting
- January: District Skill Grading
- February: District Leadership Conference
- March: State Skill Grading (strongly recommended)
- April: State Leadership Conference

**COLORADO Future Business Leaders of America TRAVEL AUTHORIZATION, NOTIFICATION, AND
CONFIRMATION FORM FOR STATE OFFICERS**

TO BE RECEIVED ONE WEEK PRIOR TO SCHEDULED MEETING

Name of Officer: _____ Date: _____

This form will serve as authorization for attendance for the above-named State Officer at the following:

Activity and Location: _____

Date: _____ Mode of Transportation: _____

Departure Time: _____ Place: _____ Return Time: _____

Adult or other persons accompanying: _____

The Colorado FBLA will reimburse the officer at the following rates for reimbursable items:

- a. Mileage to be reimbursed per organization policy.
- b. Meals at a reasonable cost will be reimbursed--if receipt is submitted.
- c. Lodging at a reasonable cost will be reimbursed--receipt is required (advance permission required unless it is an emergency situation).**
- d. Other, such as: parking fee, common carrier (bus, airplane, etc., when prior approval is received)-- receipt required.
- e. Air travel expense must be approved prior to travel.

Prior to the date of the scheduled activity, the officer must notify the following persons: (1) his/her parent(s); (2) his/her adviser; (3) the designated school official; each person is to sign below confirming that the officer has notified them and that arrangements have been satisfactorily made between them and the officer for any absences. The officer realizes all schoolwork and/or other responsibilities neglected will have to be completed or made up.

Officer and Parent(s) or Guardian(s): Please be aware that if the officer violates any policies (curfew, drinking, drugs, misconduct, etc.) or in the opinion of the supervisor does not conduct himself/herself in the manner expected of a State Officer, you may be asked to: (1) reimburse the person supervising for the cost of transportation for your son/daughter from the activity site to home; (2) reimburse the school/chapter for the expenses of your son/daughter incurred by the school/chapter for this activity; and/or (3) the State Officer may be removed from office.

State FBLA Officers: After this form has been signed, please return it **ONE WEEK*** prior to the activity to the State Adviser(s)

*I understand that in order to be reimbursed for related expenses or represent the State of Colorado, this form must be received in the state office by 5 p.m. **ONE WEEK** prior to the scheduled activity, unless authorized by the State Adviser(s) or State Officer Team Adviser(s).

(State Officer)

(Principal or Director)

(Parent or Guardian)

(Adviser)

**COLORADO FUTURE BUSINESS LEADERS OF AMERICA OPERATING POLICIES AND
PROCEDURES AND CODE OF CONDUCT
VERIFICATION STATEMENT**

This is to acknowledge I have read and understand the Policies and Procedures and Code of Conduct under which Colorado State FBLA Offices operate, and specific FBLA operating procedures and code of conduct for Colorado FBLA.

_____ School	_____ District
_____ Student	_____ Date
_____ Parent	_____ Date
_____ Local Chapter Adviser	_____ Date
_____ Local School Building Administrator	_____ Date

NOTE:

Send this form to the State Adviser and State Officer Team Adviser(s) office prior to any official activity.

COLORADO FUTURE BUSINESS LEADERS OF AMERICA
MONTHLY STATE OFFICER ACTIVITIES REPORT

NAME _____ ORGANIZATION _____

OFFICE _____

Covering the period from _____ to _____

1. Attach copies of correspondence you have sent out.
2. This form must be submitted no later than the 1st day of the following month

Discuss these Points:

- | | |
|--|--|
| 1. Correspondence (written and verbal) | 7. National Leadership Conferences |
| 2. Presentations/Speeches | 8. District Conference |
| 3. Articles for Publications | 9. Committee Meetings |
| 4. Other Public Relations | 10. Chapter Visits/ New and Reactivating |
| 5. State Conferences | 11. Miscellaneous |
| 6. Regional Conference | 12. Recommendations/Remarks |

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Digital Signature

Adviser has reviewed my monthly report (place a check mark) _____

COLORADO FBLA STATE OFFICER YEARLY REPORT

NAME _____

OFFICE _____ DATE _____

1. Total miles traveled for organization: _____

2. Total days spent in behalf of the organization: _____

3. Number of speeches given: _____

4. Number of letters received: _____

5. Number of letters written: _____

6. Number of chapters visited: _____

7. List chapters that you visited in an official chapter visitation capacity:

a. _____

b. _____

c. _____

8. List District, State, and National meetings of all organizations you attended as representative of your organization and your capacity while there:

a. _____

b. _____

c. _____

9. Total personal money spent on Colorado FBLA business this past year: \$_____

10. Suggestions for improvement for your office:

a. _____

b. _____

c. _____

d. _____

COLORADO FUTURE BUSINESS LEADERSHIP PHOTO RELEASE FORM

I hereby consent to and authorize the use and reproduction by you, or anyone authorized by you, of any and all photographs/digital images/videotapes/recordings of (individual's) name _____, on (date) _____ at all Colorado FBLA Activates _____, for use by Colorado FBLA and the Colorado Community College System, its employees, officers and agents, and the right to copyright and/or use, reuse and/or publish, republish photographic pictures, digital images, videotapes and recordings in conjunction with (individual's name) _____.

I also give permission for these photographs/digital images/videotapes/recordings to be used in its entirety and/or edited version as deemed necessary by Colorado FBLA and the Colorado Community College System (to include usage of images on Colorado FBLA and other Career and Technical Student Organizations websites).

Furthermore, permission is also given for the photographs/digital images/videotapes/recordings completed on (date) _____ to be used by Colorado FBLA and the Colorado Community College System at any time in the future without further clearance from me.

I understand that these photographs/digital images/videotapes/recordings may be used for marketing purposes (including websites) by Colorado FBLA and the Colorado Community College System.

I have read the foregoing release, authorization and agreement, before signing below, and warrant that I fully understand the contents thereof.

Date: _____ Student Signature _____ Parent Signature _____

(if individual is under 18 years of age) granting permission for photographing, videotaping and/or recording.)

Address: _____

City, State, Zip _____

NOTE: Any student who is subject to harassment due to the publishing of photos (either in publications or on the websites) should contact the Colorado FBLA Adviser immediately.

This form may also be found on the respective student organization's website:

- <http://www.deca.cccs.edu> - DECA
- <http://www.fbla.cccs.edu> - FBLA-PBL
- <http://www.fccla.cccs.edu> - FCCLA
- <http://www.hosa.cccs.edu> - HOSA
- <http://www.nic.edu/ffa> - FFA
- <http://www.cotsa.cccs.edu> - TSA
- <http://www.skillsusa.cccs.edu> - SkillsUSA