

Colorado Future Business Leaders of America

# State Officer Handbook

2018-2019



# Introduction

This handbook 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 procedures and the duties of each office.

You are welcome at any time to contact the State Adviser or the State Officer Team Adviser(s) 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.

# Table of Contents

Introduction .....	1
Table of Contents.....	2
Chapter 1: Running for State Office.....	5
Get Ready! .....	5
Get Set! .....	5
Qualifications .....	5
Selection Process .....	6
Go! .....	8
A Final Note.....	8
Chapter 2: If Elected as a State Officer .....	9
Planning .....	9
Public Relations.....	9
General Responsibilities and Conduct .....	9
State Officer Meetings.....	10
Duties of State Officers .....	10
Duties of the State President .....	10
Duties of the National Officer Candidate/Executive Vice President .....	11
Duties of the Vice Presidents Representing the Districts .....	11
Duties of the State Secretary .....	11
Duties of the State Reporter .....	11
Duties of the Social Media Representative.....	11
E-mail and Files .....	12
Supplies and Materials.....	12
Code of Conduct/Code of Ethics.....	12
Sanctions.....	13
Relationships.....	13
School Administrators.....	13
State Staff.....	14
Family.....	14
Friends .....	14
Chapter 3: State Officer Meetings .....	15
Other Meetings.....	15
State Leadership Conference Tips .....	15
State Staff Responsibilities .....	15
Chapter 4: Travel and Expenses.....	16
Travel Authorization .....	16

Insurance .....	16
Additional Tips for State Officer Travel: .....	16
Hotel Sense .....	17
Travel Reimbursement Policies .....	17
State Officer Reimbursement .....	17
Expenses Covered by the Officer .....	18
Reimbursement Instructions .....	18
Chapter 5: Public Relations & Networking .....	19
Public Relations Basics .....	19
Telling the Story .....	19
Attending Meetings .....	19
Before Attending a Meeting .....	19
Networking .....	19
State Meetings of Other Organizations .....	20
District and Chapter Meetings .....	20
Request for State Officer Form .....	20
Participation.....	20
What to Tell Others.....	20
Chapter 6: State Officer Advisers.....	21
Before Running for Office... ..	21
Deciding to Run for a State Office .....	21
Expectations as a State Officer Adviser .....	21
After a Candidate’s Application is Submitted .....	21
If Your Officer is Elected .....	21
Roles & Responsibilities .....	22
Meetings .....	22
Travel Reimbursement Policies .....	22
General Adviser Information .....	23
Chapter 7: State Officer Candidate and State Officer Forms.....	24
Colorado FBLA State Officer Candidate Agreement .....	25
Colorado FBLA Operating Policies and Procedures and Code of Conduct .....	26
Sanctions.....	27
Colorado FBLA Photo Release Form .....	28
Colorado FBLA GPA Verification for the Current Academic Year .....	29
Officer Information Form.....	30
State Officer Social Media Agreement.....	32
iPad Use Contract .....	33
Travel Authorization, Notification, and Confirmation Form for State Officers .....	35

Suggested State Officer Travel Checklist ..... 36  
Colorado FBLA Monthly Officer Report ..... 37  
Colorado FBLA State Officer Yearly Report Form ..... 38  
W-9..... 39  
Travel Reimbursement Form ..... 39  
State Officer Reimbursement Form..... 39



# Chapter 1: Running for State Office

Congratulations on pursuing the challenge of running for state office! Being a state officer candidate is an accomplishment in itself and a fantastic opportunity to learn, make new friends, and strengthen your communication and leadership skills. Remember, whether you are elected or not, you've accomplished a great deal. Be yourself and do your very best. If you feel good about what you've done, that's success that can't be measured by titles, ribbons, or plaques!

## Get Ready!

Before you jump in with both feet, there are a few things you need to consider. Being a state officer involves a tremendous time commitment and responsibility to the organization. As a state officer, you will have responsibility for more than 6,000 other members of the organization. FBLA must be your top priority for an entire year. There will be times when other activities and interests may conflict with FBLA, and you will have to miss that special game or important performance. It is sometimes a sacrifice, but if you ask any past state officer, they will agree that the benefits overshadow the sacrifices tenfold. Just keep in mind when evaluating your commitments for the coming year that FBLA must be your first priority.

- Read as much about FBLA as possible, including this entire document. Another important resource to review is information published on the state website, [www.fbla-pbl.ccs.edu](http://www.fbla-pbl.ccs.edu) and other resources.
- Contact past state officers and candidates for ideas, helpful hints, and words of wisdom to help you become more relaxed and prepared for the responsibilities ahead.
- Before the election process, sit down with your school administrators, chapter adviser, and parents to discuss the commitments and activities of state officers. It is important to have their support from the beginning.
- Make sure you are committed. Once you begin the election process a decision to drop out or not accept an office would affect many people, including several that you do not even know yet. Be sure that you are ready for the responsibility of a state office and that all of your supporters also are committed to your success as both a candidate and an officer.
- Ask your adviser or family to help you practice thinking quickly, answering questions, and expressing your thoughts and ideas effectively.
- Check your wardrobe and grooming. A neat, professional appearance is important.
- Practice, practice, practice, and ask questions!

## Get Set!

During the State Leadership Conference, you will work with other state officer candidates, the Screening Committee, and voting delegates. Your responsibilities will be varied. As soon as you arrive in Vail, you'll hit the ground running! Refer to the packet you will receive from state headquarters prior to the State Leadership Conference for additional information regarding the schedule of events and responsibilities.

## Qualifications

Colorado FBLA State Officers shall have the following qualifications:

- 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.
- A school may have no more than (3) three candidates for an office. An unlimited number of candidates may come from a district. However, they may compete in an individual written event (an event qualified in at districts).
- Candidates MAY NOT compete in any speaking, interview or presentation events at the state level.
- Each candidate must have been approved by his/her local adviser and local chapter.
- Each candidate must have at least one full school year remaining in the business education program.
- Each candidate must have a minimum of a 2.5 GPA.
- Candidates must have completed one year of high school before applying.
- Each candidate for state office must submit to the State Adviser by the state registration deadline.
- Each candidate for state office must hold or have held an elective executive 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 candidate must be able to attend a mandatory state officer training the summer following installation. Candidates and their advisers must be able to attend the following mandatory meetings if selected for office:

May	New State Officer Team and Adviser Meeting
June	FBLA State Officer Meeting
June/July	CTSO State Officer Training
September	State Officer Team and Adviser Meeting
December	State Officer Team and Adviser Meeting
January / February	Attend at least two District Conferences
April	State Leadership Conference

**State Leadership Conference takes precedence over prom/athletics or other activities. This is not negotiable!**

## Selection Process

### Campaigning

Campaigning for state office is not allowed in Colorado FBLA.

### Selection Committee

A Selection Committee will be responsible for choosing the State Officers by utilizing rubrics for the application materials and confidential discussions. There is an [online Selection Committee Application](#) for those interested.

Each District may send one student to serve on the Selection Committee. Students who are chosen for the Selection Committee will be provided most 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.

### State Officer Selection Process in Phases

Each chapter may run three (3) members for state office. 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.

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.

### Phase 1: Application Process

Interested members will apply through the [online application process](#) for a state office by the established deadline.

- State Officer Application and Candidate Agreement Form with appropriate signatures
- **One page** resume (without personal information beyond a name – no address, phone number or email)
- Professional headshot photo
- Recommendation from the local FBLA adviser
- GPA Verification
- Signed Code of Conduct Form

- A professionally-written article relating to FBLA Leadership or business education submitted to 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.

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.

### **National Officer Candidates**

If you are interested in running for an elected National Office (Mountain Plains VP, President, Secretary, Treasurer, or Parliamentarian), you must be:

- Selected by the Colorado Selection Committee at the State Leadership Conference to represent Colorado.
- You must submit all Colorado State Officer materials
- 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.

### **Phase 2: Knowledge Test**

All candidates will take a 50-question test comprised of multiple choice questions regarding facts about FBLA and the information included in this State Officer Handbook. This test will be given on-site 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; as well as the State Officer Handbook.

### **Phase 3: Selection Committee**

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)
- Session rehearsals with multimedia company
- Meet the Candidate Session

### **Questions That Might Be Asked of an Officer Candidate**

- Why do you think you are qualified to be a (district/state/national) officer?
- What does FBLA mean to you and how has FBLA played an important part in your life?
- How are you at assuming responsibility?
- What are some of the qualities a leader must have? Do you have them? Explain.
- What is the one main purpose of FBLA?
- 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?
- How will you balance missing school, work, or athletics?
- What is your best asset? What is your worst trait?
- Give four adjectives that best describe you. Why?
- 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?
- What is your favorite thing to do when you have spare time?



- If you could change one thing in FBLA, what would you change?
- How can the state officers in FBLA promote the national projects?

#### **Phase 4: Notification of Selection**

Candidates will be notified of selection and announced during the Closing Awards Session during State Leadership Conference

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.

## **Go!**

Once a candidate is elected to an office, the following activities can be expected at the State Leadership Conference:

- getting acquainted and meeting with incoming and outgoing state officers
- working with new state officers to understand your role
- meeting with state staff
- participating in photography sessions
- rehearsing for installation

When you return home, you will want to make your accomplishments known and share your excitement with family, friends, media, school, and the community.

## **A Final Note**

Work with your adviser to discuss what things will be like if you are elected and if you are not. Make sure you understand that being elected isn't everything! You can play a big role at the chapter, district and state levels no matter what happens. Do your best and appreciate the accomplishments you have achieved by becoming a state officer candidate.

# Chapter 2: If Elected as a State Officer

Once elected as a state officer, you must remember you have been elected by your peers to serve in Colorado FBLA's highest youth leadership position. Serving as a state officer is a tremendous responsibility and an exciting, rewarding challenge. A year of new experiences and opportunities awaits you. Your year as a state officer will include many new responsibilities.

## Planning

State Officers will plan and implement their participation in the Fall Leadership Conferences, District Leadership Conferences and State Leadership Conference, and chapter meeting(s) as requested. State Officers can also set up visits to meet with legislators and identify other areas of special interest and input. The state officers will prepare articles for Colorado FBLA Today, posts for social media and other publications as assigned to be distributed to chapter officers, advisers, members, and/or partners.

## Public Relations

State Officers may be involved in representing FBLA at selected state meetings upon request and if approved by state headquarters, meeting state legislators, making resource development visits to partners to explain our organization, and attending meetings of other youth and professional organizations.

Each state officer role offers unique opportunities and incorporates specific responsibilities to FBLA, your school, state, family, and yourself.

## General Responsibilities and Conduct

State Officers have many responsibilities. These responsibilities take priority over other school and community activities. In order to honor these priorities, sacrifices sometimes have to be made, so be prepared to manage them positively.

- As a state officer, you are an extremely visible role model. Your behavior should be an example for the entire membership. It is important to be aware of this visibility at all times, not only when wearing your uniform. You reflect the image of Colorado FBLA, so dress and act appropriately. Jeans and shorts are not appropriate dress for meetings and workshops. The official uniform makes a strong and proud statement about the organization and should be worn whenever you are representing the organization.
- Communication is extremely important in order to work effectively. You are a link between the state, district, and local levels, so keeping your chapter and state advisers informed of your activities and State responsibilities is essential.
- Throughout the year, many chapter advisers and members will have questions about Competitive Events.
- You will be incredibly busy throughout the year. In order to accomplish all tasks, it is a good idea to establish a schedule and practice good time management skills. You should be punctual and follow up with requests. Don't forget to budget time for yourself!
- You should set up a time at least once a week to meet with your chapter adviser to keep each other informed and up-to-date. You can use this time to share ideas and plan for upcoming meetings or activities or just to keep in touch.
- State Officers should set up time to meet with the school principal, superintendent, and school administrator once a month to keep them informed and up-to-date. You can use this time to inform them of upcoming meetings, activities, develop and maintain a supportive working relationship and positively represent FBLA and Business Education.
- State Officers' behavior reflects upon the image of Colorado FBLA. Student conduct should make a positive contribution to the excellent reputation already established.
- The State President shall act as a liaison between the State Board of Directors and the State Officers.
- State Officers shall become familiar with the responsibilities of all officer members.
- 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."

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.

## State Officer Meetings

The officers meet several times during the year. The officers will also meet via conference call when necessary. At these meetings, State Officers shall

- provide opportunities for officers to share and express ideas in the responsibility for the meeting.
- report results of Board of Directors meetings to State Officers.
- be oriented on the organization, its functions, and its projects.
- develop good communication techniques.
- work with appropriate staff to develop membership recruitment/development planning activities.
- set up public relations and legislative visits.
- be involved in meeting planning activities.
- be involved in activities to generate ideas for Colorado FBLA.
- be involved in teamwork, leadership skill-building, and development activities.

## Duties of State Officers

Duties of state officers are outlined in the state 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 Vice Presidents Representing the Districts**

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.

## **E-mail and Files**

Each officer will be assigned a google e-mail address and should leave any files in the google drive for their predecessor. Any continual use items (for examples state qualifying pins, banners, etc.) also need to be passed to the next officer.

## **Supplies and Materials**

You may 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.

## **Code of Conduct/Code of Ethics**

Colorado FBLA State Officers have an excellent reputation. Your conduct as a Colorado FBLA State Officer should make a positive contribution to extending that reputation.

Listed here are rules of conduct for all Colorado FBLA State Officers:

- I shall not possess or consume any alcoholic beverages or illegal controlled substances of any kind or in any form. I shall refrain from the use of tobacco in any form, especially while representing Colorado FBLA.
- I shall follow the established curfew. Curfew means I am quiet and in my own room unless I am conducting official business at the instruction of the state FBLA staff.
- I will always conduct myself in a professional manner as a representative of Colorado FBLA.
- I shall apply appropriate leadership principles at all times. These include, but are not limited to the following: consensus building, compromising, listening, respecting other people's opinions and possessions, maintaining enthusiasm and involvement, and conflict resolution through open communications.
- I shall wear appropriate dress at all official functions. Inappropriate attire, for both male and female Colorado FBLA State Officers, includes:
  - Jewelry in visible body piercing, other than ears.
  - Low slung jeans, overalls, short-shorts, skorts, exercise or bike shorts.
  - Backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses.
  - Midriff tops, tank tops, bathing suits.
  - Visible foundation garments.
  - Denim and jean-like apparel are appropriate at the dance or other casual FBLA functions, but not during any other official sessions or meetings.
- I shall immediately remove myself from all situations that could compromise my professional image.
- I shall not deface public property. I will be responsible for any damages caused to rooms or facilities I am responsible for.
- I shall carry out my duties and responsibilities for the entire term of office.
- I shall follow my local school policies where they are more restrictive than the state policies and guidelines.
- I shall not be engaged in any inappropriate or illicit behavior.
- I am responsible for reporting any violations of these codes of conduct committed by myself or by fellow officers.

Official conferences and activities begin when I leave home for the event and end when I return home. Therefore, this code is in effect throughout this entire period of time.

The code applies to the entire term of office whether you are at an FBLA conference/activities or not.

If other situations arise that are not covered by the Code of Conduct for Colorado FBLA State Officers, I shall use my best judgment in the situation. Above all, I will try to act in such a way that I will reflect positively on Colorado FBLA.

## Sanctions

Anyone may make a bad decision here or there. Colorado FBLA wants students to learn from any poor choices. Therefore, sanctions assigned to a FBLA State Officer are educational in nature. Our goal is for each student to learn from a bad decision and equip themselves with the skills to make better decisions in the future.

While some sanctions may be perceived as punitive, the student conduct process seeks to assign sanctions with educational purpose, and sanctions are intended to balance the needs of the individual with the needs of the organization. Sanctions may range from a reprimand, to probation or dismissal. There are a variety of sanctions outlined. Any notices will be copied to the Local Chapter Adviser.

- **Reprimand.** A notice will be given to the FBLA State Officer and Local Adviser that her/his actions are inappropriate, and that the individual must act more responsibly in the future. A reprimand also indicates that should the individual again be referred for disciplinary action, their prior disciplinary history will help determine any future sanctions.
- **Disciplinary Probation.** A notice will be given to the FBLA State Officer that her/his actions are of a serious Colorado FBLA State Officer Code of Conduct policy violation. Probation shall be for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any Code of Conduct policies during the probationary period. Any violation committed during the probationary period will result in a review of the student's status as a FBLA State Officer.
- **Disciplinary Dismissal.** After review by the State Officer team Adviser(s) a recommendation from the Colorado FBLA State Adviser will be given to the Colorado FBLA Board of Directors calling for resignation of the State Officer from the FBLA Officer Team. The Colorado FBLA Board of Directors shall review the recommendation and determine the final sanction.

Parents and/or guardians will be notified and Colorado FBLA reserves the right to notify law enforcement.

I agree to follow the Colorado FBLA State Officer Code of Conduct while I am representing Colorado FBLA as a member of the State Officer Team. I will resign my office if I fail to follow this code.

## Relationships

In working with other officers, it is important to be supportive of one another and respect individual viewpoints and opinions.

- Being a state officer means being a team member. Throughout the year, the team will have many decisions to make and tasks to complete. In working together, it is important to be understanding and patient when others are expressing their viewpoints.
- Sometimes the best ideas and plans are the ones that result from total group input.
- Effective teamwork requires a constant effort on everyone's part. Keep in mind that working with so many people -- with unique personalities from different backgrounds, representing a variety of ideas -- can be challenging. The key tools needed to deal with these challenges successfully are a positive attitude, flexibility, and the willingness to be supportive of others' ideas.
- You must be on time and prepared for all meetings. Members' dues support these meetings. In addition, many people have invested time and energy to make this time together productive. Be sure to check your email once a day and get back to your fellow officers promptly, should they need work from you. Communication is the key to good teamwork.

## School Administrators

Be sure to talk with administrators as soon as possible to inform them of your accomplishment. Explain the educational benefits of your office to the school and community and share some of your responsibilities and activities.

- Spend some time together discussing the educational experiences you'll have as a state officer. Point out specific activities that will strengthen your academic skills -- like letter writing (language), handling a budget (math), public

speaking (language), meeting with legislators (social studies), seeing professionals at work (career exploration), etc. Also emphasize the personal and leadership skills that will prepare you for the future.

- Discuss the possibility of earning school credit for your state officer experience. As an integral part of the Business education curriculum, your office provides important experiences. Work with administrators to decide what kind of feedback they would like in order to grant school credit.
- Keep administrators informed about your activities throughout the year. Show them clippings and programs that demonstrate your participation in different events.
- Share meeting timelines and present an invitation to school administrators prior to all meetings you will be attending.
- Investigate your school's absentee policy as soon as possible in order to resolve conflicts before they arise. Your adviser can provide guidance in dealing with questions or problems. Before you leave school for a meeting or a Colorado FBLA activity, share your involvement with administrators. The more involved and informed they are, the more supportive they are likely to be.

## **State Staff**

As a state officer, you will work closely with state staff members as they keep you informed about the organization and its programs. The State Officer Adviser is a member of the staff who works directly with the state officers and assists them in coordinating state officer responsibilities. The State Officer Adviser should always be aware of your activities and should be copied on any and all correspondence that relates to your role as a state officer.

Other staff members also may call on you from time to time to gather opinions and input on an idea or to participate in a special project. You will have many opportunities to get acquainted with staff throughout the year.

## **Family**

Throughout the year, your family will provide many different kinds of support. They are probably enthusiastic and proud; chances are they are more than willing to lend a helping hand. It is very important to keep all of your family informed well in advance of your activities and responsibilities.

## **Friends**

It is important to have the support and encouragement of your friends. Sometimes it's hard for them to understand your state officer experiences, so be patient with them. Let friends know what you are doing and try to include them when you can, but be careful not to focus on your activities only.

# Chapter 3: State Officer Meetings

There will be three to four Colorado FBLA State Officer Meetings during the year that the officer and his/her adviser will be required to attend. Following is a summary of each meeting.

- The first meeting is held after the state leadership conference. All state officers and advisers are required to attend this meeting. The purpose of this meeting is to become acquainted with some of the responsibilities and activities of a state officer and adviser. Topics include: state structure, board policies, calendar of events, and general information pertinent to the year as a state officer. All district and state activity dates must be confirmed.
- The second meeting is held in September. All state officers and their advisers are required to attend this meeting. The purpose of this meeting is to review fall leadership conferences and confirm the state officer travel for district conferences.
- The third meeting may be held in December. All state officers and their advisers are required to attend this meeting. The purpose of this meeting is to finalize plans for the State Leadership Conference.
- All state officers are required to meet one/two day(s) prior to the state conference.

## Other Meetings

State FBLA officers should plan to commit a great deal of time to FBLA during their year in office. Other opportunities for State Officer Meetings are:

- National Leadership Conference\* – June-July
- Colorado Fall Leadership Conference – September/October
- National Fall Leadership Conference\* – November
- District Leadership Conferences – January/February
- State Leadership Conference – April

*\*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.

## State Leadership Conference Tips

- Keep an up-to-date list of all your responsibilities.
- Arrive at the State Leadership Conference with all responsibilities completed.
- Memorize scripts for general sessions and any other activities in which you have a part.
- Work closely with other officers to divide responsibilities.
- Before the meeting, inform your adviser of your responsibilities, activities, and schedule.
- Bring necessary uniform needs.
- Do your best and enjoy the experience.

## State Staff Responsibilities

Members of the state staff are employed to manage the meeting and help you carry out your plans. The staff handles actual management of the meeting including:

- pulling together general session plans and helping produce scripts;
- contacting speakers, workshop leaders, and program participants;
- arranging for the production of audio-visual materials;
- developing promotional materials to send to state associations and chapters;
- processing registration;
- working with the hotel and convention center on room assignments and equipment needs;
- contacting state and local media for press coverage.



# Chapter 4: Travel and Expenses

Your year as a state officer will be a very busy one, but, if you are organized and try to stay one step ahead, you should be able to balance everything with great success.

If you are participating in a meeting at the request of state headquarters, your travel and expenses are reimbursable. When participating in a meeting or activity at the request of anyone other than state headquarters, expenses are the responsibility of that group. It is always a good idea to inquire about financial arrangements beforehand. If the group does not cover expenses, you should consider the expense before making your final decision. Never abuse the privilege of being a state officer. Be a servant leader and help in every way possible at the meetings. Do not leave incidental expenses on your hotel room account, for example, snacks, phone calls, movies, laundry, etc.

State officers must keep their school administration informed of all travel once elected to office. As soon as you return to school, remind administrators and potential teachers of scheduled travel dates for required FBLA meetings. Please provide the school administrators with these dates as well. We understand school administrators may require approval at least 30-40 days' notice prior to travel and FBLA will try to provide as many dates as possible. However, at times sudden dates become available for meetings for a state officer to attend, which is out of our control, but we will work with the officer to ensure all information is provided as quickly as possible. We will provide that officer with the dates as soon as possible, so the officer can check with his/her school.

## 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.

## 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.

## Additional Tips for State Officer Travel:

- Inform school administrators, teachers, and family of plans. Give them your schedule and emergency contact information.
- Always carry your identification, state staff and headquarters phone numbers, and one copy of the notarized parental consent form in case of an emergency.
- Anticipate your financial needs and plan accordingly. It always is better to have too much money than not enough. Make sure you have a credit card, debit card, and/or enough additional cash in case of an emergency.
- Pack wisely. Officers will be given information about what clothing and materials are needed and rarely will have time or the opportunity to need more than what is listed.
- When traveling on state organization business, the state organization assumes responsibility for your travel arrangements.
- When traveling on state organization business, you will have an adult contact. When you arrive at the hotel, contact the adult to announce your arrival. Do not leave the hotel without an adult.
- When another group or state association has requested your participation, the group extending the invitation is responsible for your travel arrangements.

## Hotel Sense

- Officer name tags should be worn when attending meetings. Remove name tags when outside the hotel unless you are participating in a meeting activity.
- Never travel outside the hotel alone. An adult should accompany you. Use good judgment when talking to people not connected with FBLA.
- Never give your room number to anyone you don't know and do not discuss your lodging details in public spaces.
- Lock and bolt your hotel room doors. Open only when you know who is on the other side. All hotel personnel will be in uniform and have an identification badge. If in doubt, call the hotel operator and ask that security come and verify the employee's identity.
- Don't leave valuables or money in hotel rooms. Keep them in a hotel safety deposit box. Such boxes are generally available at the hotel registration desk and/or in your room at no charge.
- Note the fire escape exits on your floor. As an added precaution, count the number of doors from your room to the nearest exit in case smoke-filled hallways block your vision.
- Be considerate of all hotel guests when using the elevators.
- Do not use room service laundry services, pay-per-view, high-speed Internet, etc.
- Be considerate of sleeping hours and the privacy of other hotel guests and FBLA members. Talk in hushed tones in the hallway and do not let your door slam when entering or exiting your room.
- Double-check your room prior to departure to make sure all personal items have been removed, otherwise you assume responsibility for costs of shipping items to you.
- Males and females cannot be in the same hotel room together at any time for any reason. No other person should be in your room at any time except for your designated roommate.
- Keep your room organized and clean.

## Travel Reimbursement Policies

Funds are available to cover approved travel, lodging and food expenses for Colorado FBLA staff, contractors, officers and Board of Directors according to the following policies.

- Travel reimbursements will be processed according to agreements for Colorado FBLA positions such as Judge Coordinator and State Officer Team Adviser.
- Travel reimbursements will be processed after receiving a W-9 and completed Travel Reimbursement Form
- Mileage will be reimbursed at the current Colorado Community College System state rate.

## State Officer Reimbursement

- State Officers and their advisers are eligible for travel reimbursement.
- State Officers and their advisers are not allowed to double dip. If a state officer rides with their adviser, only one may claim reimbursement. If a state officer or their adviser receives reimbursement from their district, they may not claim reimbursement from Colorado FBLA.
- Uniform: An official FBLA blazer will be provided by the state organization, with an option to buy the blazer for \$50 at the end of the term. A polo shirt and dress shirt will also be provided to the officer. Name badges will be provided for officers.
- Registration: Complimentary registration will be provided by Colorado FBLA for each officer at the Colorado Fall Leadership Conferences and the State Leadership Conferences.
- Mileage: Mileage will be reimbursed at the current Colorado Community College System state rate.
- Meals: Most meals will be provided to state officers during mandatory meetings. If meal reimbursement is required, the state per diem will apply.
- Hotels: For mandatory state officer meetings requiring an overnight stay, a hotel room will be provided. For meetings beginning before 9:00 am, hotel rooms will be provided for officers living more than 150 miles from the site of the meeting for the night before the meeting. Hotel rooms will be provided by Colorado FBLA at an approved hotel, preferably at the government rate. Hotel rooms must be requested no later than 2 weeks before the meeting date. Any other hotel reimbursements will need pre-approval, no later than 2 weeks before the date of travel.
- Equipment: iPads may be available for an officer to use for the duration of their term. An iPad acceptable use policy must be signed prior to disbursement of the iPad.

- Supplies: Check with the Colorado FBLA State Adviser and State Officer Team Adviser on supplies reimbursement. Any supplies reimbursement must be pre-approved.
- 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 reimbursed up to \$100 with the presentation of their outfit receipt.
- Two hundred dollars (\$200) may be paid to each state officer to offset part of the cost of travel to the NLC or to the NFLC dependent upon completion of assigned officer duties. The reimbursement form must be completed by the officer after State Leadership Conference and no later than May 31<sup>st</sup> after their officer term. The State Adviser and State Officer Team Adviser will determine the eligibility of the officer to receive the \$200, based off officer performance throughout the year.
- Up to five hundred dollars (\$500) may be paid to the National Officer Candidate to help defray campaign costs.

## Expenses Covered by the Officer

- Expenses during the SLC at which the officer is elected
- Business cards, if desired
- Any pictures made for publicity purposes
- Expenses to Institute for Leaders, the National Leadership Conference and National Fall Leadership Conference, which is optional but recommended
- Internet access for iPad or other means to check e-mail and complete projects through Google
- Postage, if applicable
- Personal cell phone bills
- Uniform expenses, except the blazer, polo shirt and dress shirt
- Replacement name badges, if needed
- Business or formal attire, with reimbursement as stated above
- Expenses for attending a local chapter meeting or conference outside your own to which you are invited are to be paid by the chapter. The officer is responsible for negotiating these reimbursements in advance of the visit.
- 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 of a potential candidate in this situation.

## Reimbursement Instructions

- Reimbursements will be made only if the officer or board member exemplifies good conduct and completes all assignments in a proper and prompt manner.
- Requests must be submitted within ten days of the date incurred or reimbursement may be denied or reduced.
- A completed W-9 must be on file for reimbursements to be processed.
- Dated receipts, if applicable, are to be stapled to the back of the reimbursement form.

All situations cannot be covered by the rules. In some cases, a judgement may need to be made by the State Adviser and/or State Officer Team Adviser. Their decision is final. The decision will be made first in concern for the state organization's treasury, then with the consideration of the person involved. Thank you for your cooperation and understanding in stretching our funds.

Any donations or sponsorships that officers or board members secure to help defray expenses or the operation of the state would be beneficial and greatly appreciated!

# Chapter 5: Public Relations & Networking

Public Relations are the constant process of building a positive image of FBLA. That image depends on your actions and efforts. The way you look and act, and the impression you make when meeting the public reflects not only upon you, but also upon your FBLA chapter, state, and national organization. Your actions should show others you are a proud and well-informed representative of the State organization. You also should reflect a clear understanding of the goals, projects, and ideals of FBLA and the ability to express them clearly and accurately in your own words. All correspondence that you send as a state officer should be approved by the State Officer Adviser before sending.

## Public Relations Basics

Think of public relations as sophisticated "show and tell." It can be as simple as being excited about a project and transferring this to friends, making them excited, too. Or, it can be as complex as a television interview explaining the structure of our organization.

Whether simple or complex, in order to tell your story effectively, you must have a plan. Your basic plan needs to cover the following:

- Who: the audience
- What: the message
- When: the timing
- Where: the location
- Why: the purpose
- How: method or tools used

## Telling the Story

Other public relations tools include interviews, telephone calls, letters, and speeches. Each method requires you to think on your feet and be prepared. You want to make a good impression, so make sure you know your facts.

## Attending Meetings

Throughout the year, you will have many opportunities to spread the word about FBLA. Be prepared to make the most of each opportunity.

### Before Attending a Meeting

- Become informed by carefully reviewing FBLA publications.
- Analyze the group and prepare presentations accordingly. If the group is not familiar with the organization, they may want to know about our mission, goals, programs, and how a chapter works.
- If you are asked to make a speech, make sure your facts are accurate. Review current information from the state organization. Ask your adviser and the State Officer Adviser to review your speech with you. Use varied techniques for involving the audience.
- Use visuals if they will help illustrate points you wish to make. To explain FBLA to some groups, it might be helpful to distribute program information sheets or other current publications listed in the publications catalog. You also may want to utilize the membership kit and membership video, or some of the resources located on the FBLA state website.

## Networking

Networking is like public relations work within the organization. Throughout your year in office, you will have the opportunity to work with many different groups of people in order to carry out responsibilities and complete tasks. As a state officer, you are in a key position to keep FBLA's network alive. District and local officers and members look to you to keep them informed.

## State Meetings of Other Organizations

FBLA frequently is invited to send representatives to participate in state and/or regional meetings of other state organizations and groups.

## District and Chapter Meetings

In determining whether to accept any invitation, base your decision on:

- whether or not you can accept this responsibility in addition to your schoolwork;
- willingness of school administrators and teachers for you to miss school;
- whether or not the group issuing the invitation will pay your expenses;
- the distance of the meeting from your home and the number of days involved to travel and attend the meeting;
- number of invitations you have received. (If invitations are numerous, you may want to decline some requests, especially for district or chapter meetings where distance is great. In declining an invitation, you might refer meeting organizers to your state adviser, who may be able to suggest a state officer nearby.)
- whether or not the amount of time and money spent is in proportion to your level of participation in the meeting;
- special interest.

## Request for State Officer Form

When an adviser or any other person requests a State Officer to attend their meeting, the officer should provide the Request for State Office Form. This form needs to be completed: <https://trileadership.wufoo.com/forms/state-officer-visit-request/>

## Participation

To determine who participates in these meetings, state staff uses the following guidelines:

- involvement of state officers in other activities;
- emphasis of the meeting and its relationship to officers' talents, responsibilities, and interests;
- location of the meeting;
- State headquarters' budget.
- Invitations to these meetings are issued through State staff. State officers will be notified far in advance to inform school administrators, ask permission, plan schedules, and make travel arrangements.

## What to Tell Others

As you work with individuals and groups you need to help them see an overall picture of FBLA.

- Explain your activities as a state officer and activities of your chapter.
- Help others understand how chapters operate as an integral part of the Business education program.
- Tell what belonging to the organization means to you.
- Emphasize the ways in which chapters provide opportunities for all members to participate at district, state and national levels.
- Illustrate ways in which participation in the state organization's programs contributes to members, their families, communities, and employment.
- Point out ways the state organization helps prepare members to fulfill their multiple roles as leaders in their families, careers, and communities.
- Explain the importance of paying membership dues that support project and program development.
- Explain the opportunities members have to develop leadership skills.

# Chapter 6: State Officer Advisers

## Before Running for Office...

You play a very important role in the state officer candidate's experience. It is important for you to be supportive and encouraging. This can be a stressful time for the candidates, so helping relieve the stress by listening, talking, and just being there is a great help.

Encourage your candidate to practice presentations with you and help prepare him or her for networking and question-and-answer sessions. This practice in "thinking on your feet" and expressing facts, thoughts, and ideas will be extremely beneficial and will help relax nerves when the real situation rolls around.

You will be informed of your state officer candidate's specific meeting times and locations at the State Leadership Conference during the State Officer Candidate Adviser orientation.

## Deciding to Run for a State Office

State Officer Candidates and their parents should be made aware of the extent of their responsibilities. It also is important that State Officer Candidates understand the responsibilities of serving as a state officer and are willing to make FBLA their top priority after health, family, and school during their term.

## Expectations as a State Officer Adviser

Advisers of students elected to serve as state officers will be expected to attend the May State Officer Meeting. The primary objective of this meeting is to prepare for their roles in the coming year. Potential time commitments should be discussed with administrators before having a state officer candidate, especially with more schools limiting teacher's time away from school.

## After a Candidate's Application is Submitted

Information on the election process can be found in the first chapter of this handbook. State Officer Candidates and State Officer Candidate Advisers will receive additional information regarding state officer candidate responsibilities following the application deadline. This information will include a schedule for state officer candidates, a letter detailing responsibilities, and additional details. State Officer Candidates are expected to complete various forms prior to arriving at the State Leadership Conference.

Communication between Colorado FBLA and officers and advisers is done primarily by email.

## If Your Officer is Elected

Congratulations! It is a tribute to you that your chapter member has been elected to be a state officer. You play a very important role in the officer's experience. Your key roles of listening, supporting, encouraging, and guiding will allow your officer to grow as a distinguished leader and young adult.

State Officer Advisers have many roles and responsibilities. You will serve as a consultant to help officers prepare for their specific responsibilities throughout the year. Please familiarize yourself with the State Officer Code of Conduct, Code of Ethics, and your state officer's specific duties.

It's hard to estimate how much time will be required of you as a State Officer Adviser. That will depend in part on the officer's specific responsibilities, the amount of help the officer needs, and the requests the officer gets to attend chapter, district, and state meetings. However, in the end, the time required of a State Officer Adviser is a great responsibility that affects most areas of your life. It's important to develop a clear understanding, so you can fulfill your obligations to the

fullest.

The state staff also assumes a great deal of responsibility for training officers, planning with them and coordinating their work — much more responsibility than is typically assumed at the state level. The State Officer Adviser has primary responsibility for the state officer team.

## Roles & Responsibilities

In addition to the responsibilities you and your officer have, you represent the image and voice of the state organization. That image depends on your actions and efforts. The way you look and act, and the impression you make when meeting the public reflects not only upon you, but also upon your FBLA chapter, district, and state organization.

## Meetings

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

## Travel Reimbursement Policies

See the Officer Reimbursement Policies in Chapter 4.

# 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.
- 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).



# Chapter 7: State Officer Candidate and State Officer Forms

The following forms are required to submit with the [State Officer Candidate Application](#):

- Colorado FBLA State Officer Candidate Agreement
- Colorado FBLA Operating Policies and Procedures and Code of Conduct
- Sanctions Form
- Photo Release Form
- GPA Verification Form

The following forms are required to complete after becoming a State Officer:

- Officer Information
- Social Media Agreement
- iPad Use Contract
- Travel Authorization Form
- Monthly Officer Report
- State Officer Yearly Report Form
- W-9
- Travel Reimbursement Form
- Driver's License (if applicable)
- Automobile Insurance Card (if applicable)
- State Officer Reimbursement Form (optional)

# Colorado FBLA State Officer Candidate Agreement

To become a state officer of Colorado FBLA requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility. This agreement must be signed by all parties indicated in order for a candidate to be eligible for office.

IF SELECTED, the Candidate Agrees To:

- Perform to the best of his/her ability the duties of the selected office.
- Participate in all activities scheduled by the FBLA District Adviser or the Board of Directors.
- Attend required scheduled activities include:
  - State Officer Leadership Training (must attend entire conference)
  - Executive Board Meetings
  - Colorado Fall Leadership Conference
  - District Leadership Conferences (attend at least two-three conferences, weather permitting, depending on your title)
  - State Leadership Conference (Note: State Conference has preference over prom, athletics and other activities. If you decide to attend an activity that conflicts with the state conference, you will not participate at the State Conference. You must be in attendance for all pre-conference planning beginning 2 days prior.)

**Please do not run for office if you are unable to completely fulfill any of the above requirements.**

**The Parents/Guardians, Coaches, and Employer Agree To:**

- Permit the candidate to participate in all scheduled Colorado FBLA State activities.
- Encourage the candidate to take full benefit of the leadership development experience.

**The Adviser and School Administrator Agree To:**

- Recommend for state office only those candidates who are qualified.
- Ensure the candidate's attendance at all Colorado FBLA State activities.

---

Candidate Signature

Date

---

Parent/Guardian Signature

Date

---

School Administrator Signature and Title

Date

---

Chapter Adviser Signature

Date

# Colorado FBLA 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

# Sanctions

Anyone may make a bad decision here or there. Colorado FBLA wants students to learn from any poor choices. Therefore, sanctions assigned to a FBLA State Officer are educational in nature. Our goal is for each student to learn from a bad decision and equip themselves with the skills to make better decisions in the future.

While some sanctions may be perceived as punitive, the student conduct process seeks to assign sanctions with educational purpose, and sanctions are intended to balance the needs of the individual with the needs of the organization. Sanctions may range from a reprimand, to probation or dismissal. There are a variety of sanctions outlined. Any notices will be copied to the Local Chapter Adviser.

1. Reprimand. A notice will be given to the FBLA State Officer and Local Adviser that her/his actions are inappropriate, and that the individual must act more responsibly in the future. A reprimand also indicates that should the individual again be referred for disciplinary action, their prior disciplinary history will help determine any future sanctions.
2. Disciplinary Probation. A notice will be given to the FBLA State Officer that her/his actions are of a serious Colorado FBLA State Officer Code of Conduct policy violation. Probation shall be for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any Code of Conduct policies during the probationary period. Any violation committed during the probationary period will result in a review of the student's status as a FBLA State Officer.
3. Disciplinary Dismissal. After review by the State Officer team Adviser(s) a recommendation from the Colorado FBLA State Adviser will be given to the Colorado FBLA Board of Directors calling for resignation of the State Officer from the FBLA Officer Team. The Colorado FBLA Board of Directors shall review the recommendation and determine the final sanction.

Parents and/or guardians will be notified and Colorado FBLA reserves the right to notify law enforcement.

I agree to follow the Colorado FBLA State Officer Code of Conduct while I am representing Colorado FBLA as a member of the State Officer Team. I will resign my office if I fail to follow this code.

---

Colorado FBLA State Officer Signature

---

Date

---

Parent/Guardian Signature

---

Date

---

Officer Adviser Signature

---

Date

---

Colorado FBLA State Officer Adviser

---

Date

## Colorado FBLA 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 Activities, 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.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature  
(If individual is under 18 years of age)

\_\_\_\_\_  
Date

**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.**





List any physical or behavioral conditions that may affect or limit full participation

---

---

**PAST MEDICAL HISTORY (cont.)**

Please check all that apply.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> ADHD (Attention-Deficit-Hyperactivity-Disorder) | <input type="checkbox"/> Anemia                   | <input type="checkbox"/> Anorexia Nervosa    |
| <input type="checkbox"/> Asthma  | <input type="checkbox"/> Bulimia                  | <input type="checkbox"/> Convulsions/seizure |
| <input type="checkbox"/> Diabetes  | <input type="checkbox"/> Epilepsy/seizures        | <input type="checkbox"/> Heart Abnormalities |
| <input type="checkbox"/> Hearing aid/problems                            | <input type="checkbox"/> Hemophilia               | <input type="checkbox"/> Hepatitis           |
| <input type="checkbox"/> High Blood Pressure                             | <input type="checkbox"/> Kidney Disease           | <input type="checkbox"/> Migraines           |
| <input type="checkbox"/> Mononucleosis                                   | <input type="checkbox"/> Stomach Problems         | <input type="checkbox"/> Thyroid Disease     |
| <input type="checkbox"/> Tuberculosis                                    | <input type="checkbox"/> Vision/eye sight problem |  |

Please give details to the above checked medical problems: \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

**OFFICER INFORMATION**

T-shirt Size: \_\_\_\_\_ Professional Dress Shirt Size: \_\_\_\_\_

Polo Shirt Size: \_\_\_\_\_ Professional Blazer Size: \_\_\_\_\_

Favorite Candy: \_\_\_\_\_

Future Career Goal: \_\_\_\_\_



# State Officer Social Media Agreement

Social media can be a useful tool to communicate with peers, members, friends, advisers and more. Social media can also be dangerous if you are not careful. Every picture, link, quote, tweet, status, or post that you or your friends put online is forever part of your digital footprint. You never know when that will come back to hurt or help your reputation during your time in office, applying for a scholarship or new job, or other important areas of your life.

Recognizing the above:

\_\_\_\_\_ I take responsibility for my online profile, including my posts and any photos, videos or other recordings posted by others in which I appear.

\_\_\_\_\_ I will not degrade others before, during, or after conferences or competitions.

\_\_\_\_\_ I will post only positive things about my peers, advisers, other members and judges.

\_\_\_\_\_ I will use social media to purposefully promote abilities, organization, community, and social values.

\_\_\_\_\_ I will consider "Is this the me I want you to see?" before I post anything online.

\_\_\_\_\_ I will ignore any negative comments about me and will not retaliate.

\_\_\_\_\_ If I see another officer post something potentially negative online, I will have a conversation with that person. If I do not feel comfortable doing so, I will talk to the president, or an adviser.

\_\_\_\_\_ I am aware that I represent Colorado FBLA, my school, my family, and my community at all times, and will do so in a positive manner.

---

Officer Signature

Date

## iPad Use Contract

### **Equipment**

Colorado FBLA retains sole right of possession of the iPad and related equipment. The iPad will be issued to students according to the guidelines set forth in this document. The FBLA State Adviser, Business and Marketing Program Director, State Officer Team Adviser, or chapter adviser retains the right to collect and/or inspect the iPad at any time and to alter, add or delete installed software or hardware. Usage is a privilege and not a right.

### **Customization of Equipment**

The FBLA State Officer is permitted to alter or add files to customize the assigned iPad to their own working styles (i.e. System Preferences). The FBLA State Officer is not permitted to install software on the assigned iPad without written approval. The FBLA State Officer may also customize their case for their iPad as long as it adheres to school and district policy.

### **Damage or Loss of Equipment**

Report any damage or loss to the FBLA State Adviser, who will determine necessary action. All iPads are covered by a manufacturer's extended warranty as well as an additional insurance policy. The warranty covers manufacturer's defects. The insurance policy is a fee of \$50 per device for family and carries an additional \$100 deductible for each claim. The \$100 deductible is also the financial responsibility of the student's family. The insurance covers accidental damage from liquid spills, power surges, drops, falls, collisions, theft (police report required), vandalism, flood, fire, smoke, wind, and earthquake, as well as damage to batteries and ac adapters. Insurance does not cover loss, negligence and abuse. For example, throwing the iPad or using the iPad as an umbrella would be considered examples of neglect and abuse. If an iPad is lost or damaged by neglect or abuse, it is the family's financial responsibility to replace the iPad at a price of approximately \$500. If an iPad is damaged, FBLA will work with the student, Apple, and the insurance company to determine if it is a warranty or insurance claim incident.

### **Standards for Personal iPad Care**

#### **FBLA State Officer Responsibilities:**

- Keep the iPad with you or within your sight at all times.
- Do not let anyone use the iPad other than your parents or guardians.
- Adhere to FBLA State Officer Code of Conduct at all times.  
Report any problems, damage or theft immediately to your teacher.
- Arrive to meetings with a fully charged battery.

#### **General Care:**

- Do not do anything to the iPad that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the iPad.
- Keep the equipment clean. For example, do not eat or drink while using the iPad.

#### **Screen Care**

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.

### **Personal Health & Safety**

- Avoid extended use of the iPad while resting directly on your lap. The bottom of the iPad can generate significant heat.
- Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes.
- Do not provide your personal information to anyone over the Internet.
- Do not share your passwords with anyone.
- Keep the iPad in a secure location when it is not at school.

### **Removal of iPad Use**

Reasons for placing a FBLA State Officer to have their iPad removed include the following:

- Excessive damage
- Excessive loss
- Non-acceptance of user agreements
- Excessive interruptions in service due to repair of local modifications
- Violation of the FBLA State Officer Code of Conduct
- Violation of FBLA Responsible Use Agreement
- Inappropriate, defamatory, inaccurate, abusive, obscene, profane, or illegal material found on iPad
- Violating Standards for Personal iPad Care

I understand the Colorado FBLA iPad use terms laid out above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Travel Authorization, Notification, and Confirmation Form for State Officers

**TO BE RECEIVED ONE WEEK PRIOR TO SCHEDULED MEETING**

**This form will serve as authorization for attendance for the named State Officer at the named activity.**

Name of Officer:		Today's Date:	
Activity:		Location:	
Date of Activity:		Mode of Transportation:	
Departure Time:		Return Time:	
Adult or other person accompanying:			

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

1. Mileage to be reimbursed per organization policy.
2. Meals at a reasonable cost will be reimbursed--if receipt is submitted.
- 3. Lodging at a reasonable cost will be reimbursed--receipt is required (advance permission required unless it is an emergency situation)**
4. Other, such as: parking fee, common carrier (bus, airplane, etc., when prior approval is received) -- receipt required.
5. 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 Officer 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)

# 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
- \_\_\_\_\_ Breath mints
- \_\_\_\_\_ Highlighters

# Colorado FBLA Monthly Officer 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 1<sup>st</sup> 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 checkmark) \_\_\_\_\_

# Colorado FBLA State Officer Yearly Report Form

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. \_\_\_\_\_

## **W-9**

Each state officer and adviser receiving reimbursement will need to have a W-9 on file with Colorado FBLA and the Colorado Community College System. This form can be found online here, under Purchasing & Requisitions:

<https://www.cccs.edu/administrative-resources/finance-administration-forms/>

## **Travel Reimbursement Form**

In order to be reimbursed, the travel reimbursement form must be completed and submitted. This form can be found online here, under Travel Expense Form (for Non-Employees):

<https://www.cccs.edu/administrative-resources/finance-administration-forms/>

## **State Officer Reimbursement Form**

This form will be made available to state officers during their year of service.