



Thank you for considering candidacy for the West Virginia Future Business Leaders of America State Officer Team. This is an opportunity to develop leadership skills and business professionalism for a successful career. This officer candidate application packet contains important information, be sure to carefully read it prior to completing the forms. Once you, your parents, your Adviser, and Administrator have thoroughly reviewed the State Officer Handbook, this packet, and provide all the required information, and submit it to WV FBLA, via the form linked below.

Once you complete this form you will need to scan it into a PDF and submit to the submission form below.

<https://forms.office.com/r/Yk8mEy0esS>

24-25 WV FBLA State Officer
Application Form



STATE OFFICER DUTIES AND RESPONSIBILITIES

Newly elected officers shall assume their respective office at the close of the State Leadership Conference and serve throughout the upcoming school year. The terms of all chapter officers shall be for one year. All chapter officers may serve successive terms.

PRESIDENT'S DUTIES

1. Shall represent the State Chapter at functions as designated by the State Adviser/Chairman.
2. Shall be at the State Leadership Conference or other invited function by the time designated by the State Adviser/Chairman. The President should then find the State Adviser/Chairman upon arrival for further information.
3. Responsible for meeting special guest or speakers and introducing them to others member and advisers.
4. Preside at all general sessions of the State Leadership Conference or other special FBLA functions and introduce guests of the State Chapter of FBLA.
5. Recognize the other State officers and their sponsors.
6. Introduce any previous State officers or national winners that may be present at various functions.
7. Use of parliamentary procedure during the State Leadership Conference and Executive Committee meetings.
8. It is recommended that each officer make 2 chapter visits during their term of office.

VICE PRESIDENT'S DUTIES

1. Should assist the State President in any way possible or assume the duties of the State President in the event the State President resigns.
2. Shall be at the State Leadership Conference or other invited function by the time designated by the State Adviser. The Vice President should then find the State Adviser/Chairman upon arrival for further information.
3. Responsible for meeting special guest or speakers and introducing them to others member and advisers.
4. Preside/present at various sessions of the State Leadership Conference or other special or invited functions.
5. It is recommended that each officer make 2 chapter visits during their term of office.
6. An appointed vice president shall preside at meetings in the absence of the president and plan state programs.

SECRETARY'S DUTIES

1. Shall be at the State Leadership Conference or other invited function by the time designated by the State Adviser/Chairman. The Secretary should then find the State Adviser/Chairman upon arrival for further information.
2. Record and prepare the minutes of each meeting. Minutes shall be keyed and uploaded into the Microsoft WV FBLA Officer Team within one week of a meeting.
3. Responsible for having an up-to-date list of chapters to be used for roll call at State Leadership Conference.
4. Responsible for assisting the Treasurer to certify chapter delegates during registration. A table will be set up in the registration center. As delegates of the chapters present themselves for certification, the treasurer will check to see that the dues of the delegates have been paid and that the chapter is in good standing. The secretary will then issue delegate ribbons to the local delegates.
5. Responsible for assisting with recording the results of the voting delegates.
6. It is recommended that each officer make 2 chapter visits during their term of office.

TREASURER'S DUTIES

1. Shall be at the State Leadership Conference or other invited function by the time designated by the State Adviser/Chairman. The Treasurer should then find the State Adviser/Chairman upon arrival for further information.
2. Responsible for having up-to-date list of the state chapters whose dues are paid up and assisting the Secretary to certify chapter delegates on the day of the State Leadership Conference. As delegates of local chapters present themselves for certification the treasurer will then issue ballots to the voting delegates.
3. Responsible for tabulating votes for election of state officers.
4. Responsible for assisting the State Adviser in having state books, checks, receipts, etc., in order to turnover for audit.
5. It is recommended that each officer make 2 chapter visits during their term of office.

PARLIAMENTARIAN'S DUTIES

1. Shall be at the State Leadership Conference or other invited function by the time designated by the State Adviser. The Parliamentarian should then find the State Adviser upon arrival for further information.
2. Attend and govern the rules of parliamentary procedure at all conference general sessions and Executive Committee meetings.
3. Assist the Secretary and Treasurer in the certification of voting delegates and issuance of ballots and ribbons.
4. Assist the Treasurer and Secretary in tabulating votes for election of state officers.
5. It is recommended that each officer make 2 chapter visits during their term of office.

HISTORIAN/REPORTER DUTIES

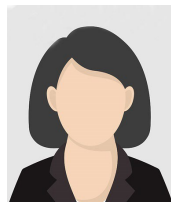
6. 1. Maintain a channel of communication between members, local chapters, and the State Leadership Team.
7. 2. Develop a form of communication to be sent out to local chapters.
8. 3. Maintain Social Media Sites and Collect pictures and documentation at conferences to be saved and shared.
9. 4. Develop and Implement a Workshop at the WV FBLA Fall Leadership conference.
10. 5. It is recommended that each officer make 2 chapter visits during their term of office.

APPLICATION PACKET CHECKLIST

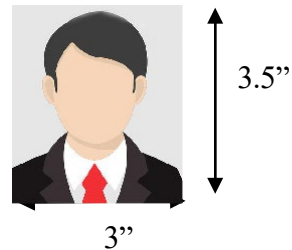
All items below are due by the specified date.

No additional pages or materials outside the items listed below should be included in this packet.

- State Officer Candidate Application Completed with all Signatures
- Three (3) Letters of Recommendation (One from Chapter Adviser and One from an Administrator)
- State Officer Candidate Resume
- Officer Candidate transcripts and attendance for previous 3 semesters
- "Passport" style color picture of candidate (Head and Shoulders only with the head centered in photograph. No selfies. Must be at 3"x3". Can be printed if mailed in.)



Samples





West Virginia Future Business Leaders of America
2022 APPLICATION/NOMINATION FOR STATE OFFICER

WV FBLA
 ATTN: FBLA State Adviser
 PO Box 6224
 Charleston, WV 25362

GENERAL INFORMATION

Candidate's Name		Candidate's E-mail Address	
State Office Desired <input type="checkbox"/> President <input type="checkbox"/> Vice President <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> Parliamentarian <input type="checkbox"/> Historian/Reporter			
Cell Phone		Home Phone	
Birthdate		Current Grade	
# of Years in FBLA	Attended a WV FBLA Fall Leadership Conference <input type="checkbox"/> YES <input type="checkbox"/> NO	You are/were a WV FBLA Chapter Officer <input type="checkbox"/> YES <input type="checkbox"/> NO	Competed in a WV State Leadership Competitive Event <input type="checkbox"/> YES <input type="checkbox"/> NO
Candidate's Parent's Name	Candidate's Parent Phone Number	Candidate's Parent Email Address	
School Name	School Principal	CTE Director or Administrator	
Chapter Number	Adviser Name	Adviser Email	
School Address: Street, City, State, Zip			
Blazer Size	T-Shirt Polo Size	Pants/Skirt Size	
WV FBLA Offices Held			
WV FBLA Activities/Awards			
Community Activities/Awards			
CTE Program/Courses			
Additional Comments:			

STATEMENT OF ACCEPTANCE OF RESPONSIBILITY

State Officer Candidate of the West Virginia Future Business Leaders of America.

I RECOGNIZE that the following obligations are a part of an officer's responsibilities and I agree to perform, to the best of my ability, these and other duties of the office to which I may be elected.

I have read the State Officer Handbook regarding the Campaigning and Voting Procedures and the Responsibilities of West Virginia FBLA State Officers and their Advisers.

A. Personal Growth and Conduct

1. Become knowledgeable with the state FBLA program so as to be able to discuss it with chapter officers and others.
2. Observe standards of dress and total personal grooming, as well as standards of personal conduct, as established and demonstrated by the national FBLA officers and others.
3. Avoid expressing personal opinions regarding political and controversial problems when representing the West Virginia Chapter of FBLA.

B. Service to FBLA (REQUIRED)

1. Full attendance and participation at the annual National Leadership Conference, National Fall, and State Leadership Conferences.
2. Attendance at the state officer training session.
3. Full attendance and participation at the fall and spring executive board meetings and other meetings as scheduled.
4. Leadership in arranging, attending and conducting Summer & Fall Leadership Conferences for local officers and members.
5. Speaking, whenever invited and possible to do so, at FBLA functions.

C. Cooperation With Others

1. Notify a member of the FBLA state office staff of all invitations, other than those attended by all state officers, to represent the state chapter. *Thus avoiding duplication of representation or other difficult situations.*
2. Report activities conducted as a representative of West Virginia FBLA in a responsible and punctual manner.
3. Work very closely with my local adviser and state staff on all matters relating to FBLA, seeking their counsel.

SIGNATURES

Signature of Parent or Guardian (signature also recognizes review of State Officer Candidate Guide)	Date Signed
➤	
Signature of Officer Candidate (signature also recognizes review of State Officer Candidate Guide)	Date Signed
➤	
Signature of Adviser (signature also recognizes review of State Officer Candidate Guide)	Date Signed
➤	
Signature of School Administrator (signature also recognizes review of State Officer Candidate Guide)	Date Signed
➤	

2022-23 State Officer Travel Obligations

The table below is a list of **MANDATORY** meetings/conferences you will attend as a state officer. As a state officer, you could miss as many as **16-20** days of school beginning in the spring of the year you are elected. Therefore, it is imperative that you communicate with your school and parents regarding these obligations.

Event	Date(s)	Number of Days
State Officer Leadership Training	April or May, 2024	1-2 Days (2 School Days)
Virtual Monthly Executive Committee Meetings	1 Day Each Month Virtual Attendance TBD at State Officer Leadership Training	1-hour meetings <i>Could be scheduled during the school day.</i>
National Leadership Conference	June 26 – July 2, 2024	5-6 Days (No School Missed)
State Officer Meeting—Finalize FLC Plans	August 2024	1-2 Days (2 School Days) <i>May be scheduled before the county school year starts.</i>
Fall Leadership Conference	October or November 2024	3-4 Days (3-4 School Days)
National Fall Leadership Conference	**November 2024	3-4 Days (2 School Days) <i>Attending this conference is when it is scheduled in relevance to our FLC.</i>
State Officer Meeting – Finalize SLC Plans	February 2025	1 Day (1 School Day)
State Leadership Conference	March 2025	3-4 Days (3-4 School Days)

- State officers are provided an official FBLA blazer to use for the year and an FBLA Polo Shirt. Officers will pay for the rest of their state officer clothing. (Girls—usually three tops, two skirts, nylons, and dress shoes; boys—usually three dress shirts and ties, two pairs of slacks, dress socks, and dress shoes)
- You will be required to attend State Officer Leadership Training in April. Training might be combined with other CTSO organizations.
- You will be required to attend the National Leadership Conference (June 26-July 1). As a new officer your travel as provided by WV FBLA, registration, and ¼ of a hotel room costs are covered. All other costs are the responsibility of you and/or your local chapter.
- West Virginia FBLA will cover all expenses for in-state travel for the state officer only (no advisers, parents, bus drivers, etc.), once approved by the State Chair.

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Signature of School Administrator (signature also recognizes review of State Officer Candidate Guide) ➤	Date Signed

STATE FBLA OFFICER CODE OF CONDUCT

I AGREE to follow the State FBLA Officer Code of Conduct while I am representing the West Virginia Chapter of FBLA as one of its team of state officers.

1. I shall not possess or consume any alcoholic beverages or illegal controlled substances of any kind or in any form.
2. I shall follow established curfew. Curfew means I am quiet and in my own room unless I am conducting official business at the instruction of the WV FBLA staff.
3. 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.
4. I will always conduct myself in a professional manner as a representative of a career and technical student organization.
5. I shall apply appropriate leadership principles at all times.
6. I shall refrain from the use of tobacco in any form, especially while representing WV FBLA.
7. I shall wear appropriate dress at all official functions.
8. I shall immediately remove myself from all situations that could compromise my professional image.
9. I shall refrain from dating fellow State FBLA Officers while I am in office.
10. I shall not deface public property. I will be responsible for any damages caused to rooms or facilities I am responsible for.
11. I shall keep the WV FBLA State Adviser or local chapter adviser informed of my whereabouts and activities at all times, where the activities are an official function of my office, or while I am in his/her charge.
12. I shall be prompt and prepared at all times.
13. I shall carry out my duties and responsibilities to the best of my abilities.
14. I shall attend all official conference activities. In case of an emergency, prior approval to be absent is required from state staff.
15. I shall keep my local chapter adviser informed of all official correspondence. I shall forward a copy of all official correspondence written by me to the state office.
16. I shall follow my local school policies where they are more restrictive than the state policies and guidelines.
17. I shall not be engaged in any inappropriate or illicit behavior.
18. I am responsible for reporting any violations of these codes of conduct committed by myself or by fellow officers.
19. If other situations arise that are not covered by the Code of Conduct for State FBLA 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 the West Virginia Chapter of FBLA.
20. Social Media/Online Content

In no case may an officer use social media or online content to campaign for office before the end of the Opening Session. No references to the candidate's intent to run may be posted by members of the chapter, an adviser, peers, or a family member before this time. This includes posts related to the preparation of materials or encouraging attendees of the conference to visit the candidate or candidates' booth. Candidates may post their involvement in FBLA on social media channels, but cannot mention or insinuate their campaign or intent to run before this time. If an officer candidate is found to have used social media before the close of the opening session, the State Officer Coach, State Adviser, and State Chair have the ability to remove the candidate and ask for the posts to be removed. Officer candidates may post and brand their SCHED profile as a candidate running for office, but cannot use the chat feature in the app to promote their candidacy before the end of the Opening Session at SLC.

SIGNATURES

Signature of State FBLA Officer Candidate	Date Signed
➤	
Signature of Local Chapter Adviser	Date Signed
➤	

WV FBLA State Officer Expectations

- ✓ The foremost responsibility of a state officer is to represent the WV FBLA members throughout the organization and not solely the members of one chapter.
- ✓ The officer must always be mindful of the image he/she projects in appearance, speaking, manners and in attitude.
- ✓ The officer is charged with the responsibility of projecting himself/herself as a professional student leader at all times.
- ✓ The officer is charged with the responsibility of developing enthusiasm whenever he/she speaks officially for WV FBLA.
- ✓ The officer is charged with the responsibility of being prepared for all activities in advance.
- ✓ The officer is charged with the responsibility of attending all state, regional and national meetings that relate to the office held.
- ✓ The officer is charged with the responsibility of making necessary arrangements with teachers, educators, professors, their adviser, and/or school administration to attend meetings and be excused for up to 10 full school days.
- ✓ The officer is charged with the responsibility of encouraging and promoting membership involvement in WV FBLA activities.
- ✓ The officer is charged with creating a Program of Work that will be developed over the summer, presented at the Fall Leadership Conference, and implemented throughout the year.
- ✓ The officer is charged with showing each team member respect and keeping all lines of communication open with each other.
- ✓ The officer is charged with sharing of knowledge and expertise with others while setting a positive example to FBLA members.
- ✓ All elected state officers MUST attend the Executive Committee Meetings, State Fall Leadership Conference, National Fall Leadership Conference, State Leadership Conference, and other events as called by the State Adviser. The state has honored them with this responsibility, so they should prepare themselves by attending the conferences and meetings.
- ✓ State Officer expenses will be shared between the local chapter and the WV FBLA State Chapter.

I understand all of the expectations required of a WV FBLA Officer, the local Adviser, and the local school administration and I am committed to this responsibility.

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Signature of School Administrator (signature also recognizes review of State Officer Candidate Guide) ➤	Date Signed

Expectations of the WV FBLA Officer Adviser, Administrator and School

- See to it that the state officer follows his/her expectations.
 - Attend all required events
 - State Officer may be removed from State officer may be removed from office if he/she does not satisfactorily follow the standards listed below.
- Sponsoring school will cover all travel expenses and share in other expenses for the elected state officer.
 - Note: Most student expenses such as housing, meals, registration, etc., will be covered by WV FBLA.
 - Sponsoring school is responsible for transportation to ALL EVENTS unless otherwise indicated.
 - State Officer's Advisers will chaperon the Officer to, from, and during all events.
- Ensure that the State Officer attend all meetings, trainings, and conferences during the term of office and accept responsibilities as a WV FBLA Adviser.
- Serve as the state officer's positive role model with dress, language, habits, assistance, ethics, etc.
- Understand that there is no extra compensation to serve in this position.
- Provide and/or arrange all travel for the state officer, per school policy to all required WV FBLA events and activities.
- WV FBLA will cover most Officer Expenses, but the local chapter and school are expected to share in those financial responsibilities.

I understand all of the expectations required of a WV FBLA State Officer, the local Adviser, and the local school administration and I am committed to this responsibility.

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Signature of School Administrator (signature also recognizes review of State Officer Candidate Guide) ➤	Date Signed

IMPORTANT NOTE: Sponsoring School is responsible for all travel expenses and travel arrangements as well as all Adviser expenses.



**CONSENT AND RELEASE
PHOTO/FILM/VIDEO/DVD/DIGITAL**

I _____ hereby give permission for images of my child or myself (as applicable), captured during WV FBLA-PBL activities through film, photo, or digital camera, to be used solely for the purposes of WV FBLA-PBL promotional materials and publications, and I waive any rights of compensation or ownership thereto.

School Name

Name of Minor in Images (please print)

Name of Minor's Parent/Guardian (please print)

Name of Adult in Images (please print)

Parent/Guardian or Adult's Signature (as applicable)

March 13, 2024 - June 30, 2025

Date Range



STATE OFFICER MEDICAL RELEASE FORM

Name of organization: Future Business Leaders of America West Virginia Chapter

School Name: _____

Chapter #: _____

Activity or event: All State/National Meetings as well as requested travel to local Chapters

Date(s): _____

Student's full name: _____

Address: _____

Primary Contact: _____ Relationship: _____

Home Phone: _____ Cell Phone: _____

Secondary Contact: _____ Relationship: _____

Home Phone: _____ Cell Phone: _____

You must fill out and complete the 2021 FLC COVID-19 Health Screen along with this document. Remember this needs to have the School Nurse Verification Signature.

Is there any medical aspect we need to know about your son/daughter? If so, what?

Please list any items to which your son/daughter is allergic.

Please send the proper medication (identified) for the above allergies. And communicate any dietary needs to the Local Chapter Adviser.

Please list any medications to which your son/daughter is allergic. Example: "Penicillin."

Name of insurance company and policy number: _____

Date of last tetanus: _____

Family physician or clinic: _____ Phone: _____

Physician or clinic address:

I, _____ hereby grant permission to those parties
supervising the trip to obtain emergency treatment for my son/daughter

_____ if necessary.
(full name with middle initial)

Signature of parent/guardian