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*SC FB LA*



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**SOUTH CAROLINA FB LA  
STATE OFFICER CANDIDATE GUIDE  
2012-2013**

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## INTRODUCTION - THE DECISION TO RUN FOR STATE OFFICE

Service as an FBLA state officer is one of the ultimate achievements a member can attain. The planning, organizing, and execution of a state officer campaign are valuable leadership experiences. The decision to run for office should be taken very seriously.

The purpose of this SC FBLA State Officer Candidate Guide is to guide both members and advisers in the entire process of running for a state office and serving as a state officer in South Carolina Future Business Leaders of America. This Guide provides information about candidate eligibility, campaign procedures and rules, and an overview of the expectations, responsibilities, and activities of state officers. Carefully review this *entire* document before finalizing your decision to run for office to ensure that all eligibility requirements have been met and that the commitments required of state officers can be met.

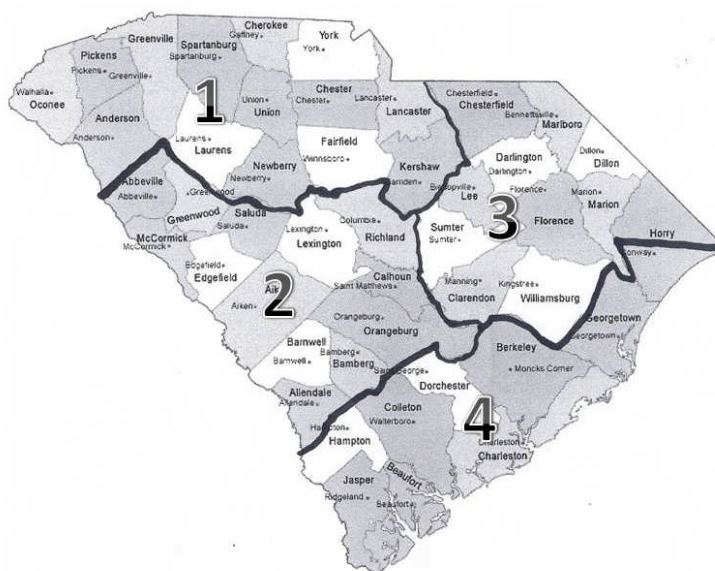
Quite often a member will run for office without fully understanding what is expected of a state officer. This guide should eliminate this type situation. We believe a member should maintain at least a 3.00 GPA average prior to and during his/her term of office. Since "Education" is one of the areas stressed on the FBLA emblem, we believe that a student who cannot achieve this average needs to spend more time on class preparation and study instead of spending the time serving as a state officer.

Before the campaign begins, it is critical for the potential candidate to take an honest personal inventory and thoroughly evaluate whether he/she has the time, resources, support, capabilities, attitude, and commitment to prepare an effective campaign and serve as a state officer.

Good luck with your campaign!

The SC FBLA Executive Board

# SC FBLA Districts



## QUALIFICATIONS AND PROCEDURES FOR STATE OFFICE

### Officer Candidate Qualifications

1. Candidates must have an official representative of their school serving as the chapter adviser.
2. Candidates must have completed (first semester) or be currently enrolled in a business or business-related class.
3. Candidates must currently hold an elective chapter office.
4. Candidates must complete the Future Level of the Business Achievement Awards by February 10, 2012.
5. Candidates must possess keyboarding skills.
6. Candidates must have a 3.0 GPA or higher.
7. **Candidates must attend the officer candidate interviews/rehearsals on Friday, March 23, 2012, at the SC FBLA State Conference.** Candidates will be notified of the time and location.
8. Candidates must have Internet/email access at school or at home. State officers cannot complete duties and responsibilities without Internet/email access. It is mandatory that officers check their email at least three times a week. Email correspondence saves SC FBLA time and money.
9. Candidates must have experience using Microsoft Word and PowerPoint. Candidates for Reporter must have experience using desktop publishing software (Adobe In-Design/Microsoft Publisher). Reporter candidates must submit two copies of sample desktop published documents with the officer application.

### State Officer Candidate Procedures

1. Candidates for state office must submit the following by February 20, 2012:
  - a. State Officer Candidate Application (computer-generated—no handwritten applications will be accepted)
  - b. Transcript with business or business-related classes highlighted
  - c. Resume highlighting FBLA experience/activities
  - d. Copy of Adviser's email Confirming FUTURE Completion (BAA)
  - e. Signed SC FBLA State Officer Code of Conduct
  - f. Application Certifications
  - g. Samples of desktop published work (candidates for Reporter)
2. Candidates shall **mail** the completed candidate packet (see #1 above) to the state officers' adviser, **received by February 20, 2012. FAXES WILL NOT BE ACCEPTED.**
3. **All candidates must attend the officer candidate interviews/rehearsals on Friday, March 23, 2012, at the North Charleston Convention Center.** (Time TBA) One sample of each campaign item must be submitted for screening during the rehearsal. The adviser must also attend the interview/rehearsal.
4. Candidates for state office shall be notified immediately at the conclusion of the interviews if they are eligible to run for state office.
5. The following materials must be mailed to the SC FBLA State Officers' Adviser, postmark **deadline March 2:** a flyer containing the candidate's FBLA platform—theme and goals; a rough-draft copy of the campaign speech, and a completed candidate study guide. The study guide may be downloaded from the SC FBLA website: <http://www.scfbla.org>.

## State Officer Election Rules and Procedures

1. Candidates for State President, District Vice President, Secretary, Reporter, and Historian shall be elected by a majority vote of the voting delegates of each chapter at the State Leadership Conference.
2. Candidates for Treasurer and Parliamentarian will be appointed and announced during the Awards Banquet.
3. All candidates, along with his/her adviser and one campaign manager, must attend the candidate interviews and rehearsal meeting. Candidates will be notified of the time and location. If the candidate has a conflict with an official competitive event at that time, another time will be arranged for the interview.
4. Samples of all campaign materials must be approved at the rehearsal meeting. At that time, candidates will be apprised of final campaign rules and procedures and be allowed to ask appropriate questions.
5. Campaigning time starts one – one-half hour before the beginning of the First General Session. There will be no formal campaigning outside of a candidate’s chapter before this time. Officer candidates must not mail campaign letters, etc., to chapters before the State Leadership Conference. Officer candidates may not include any campaign information on any website, (Facebook, Twitter, chapter website, etc.) or smart phone applications. Specific campaign hours (e.g. when booth can be open) will be communicated with other SLC details.
6. Candidates for President, Secretary, Reporter, and Historian will state their platforms at the opening general session. District Vice-Presidential Candidates will state their platforms after the opening general session during the District Meetings. There will not be speeches by campaign managers. A total of **two (2) minutes** is allowed. These time limits will be strictly enforced. Candidates are encouraged to make their presentations professional and dignified. No props or costumes are allowed. (A timekeeper will stand at 1½ minutes to warn the candidate that only 30 seconds remain. If the candidate is still speaking at 2 minutes, the candidate will be asked to leave the stage.) **ALL CANDIDATES WILL BE INTRODUCED DURING THE OPENING GENERAL SESSION.**
7. A period of 5 minutes will be allowed for questioning the state presidential candidates. A period of 5 minutes will be allowed for questioning the district vice presidential candidates during the district meetings. Candidates will draw questions from a “fish bowl.” Members in attendance may submit possible questions during the officer candidate campaigns.
8. Each candidate will be assigned a draped campaign table in the designated campaign area. Approved banners, posters or any other promotional materials are to be displayed in this assigned area only. Items may not be pinned to draping or taped or tacked to walls, floors, ceiling, or furniture. Officer candidates may bring an easel to display ONE large poster. It is recommended that candidates use “science project boards” to display candidate information. **No more than three campaign workers, plus the candidate, may be in the campaign area at any given time.** If additional members want to help with your campaign, you should establish a rotating schedule so that everyone has an opportunity to work in the campaign area.
9. Helium balloons are not allowed. If the hotel site has any further restrictions on campaign items, candidates will be notified at the time of the officer interview.

10. No equipment requiring an electrical outlet may be used at a campaign table or as part of the campaign. (Battery-operated laptops may be used.)
11. No noise makers, music, or cheering will be allowed during the campaign rally and campaign speeches.
12. The amount of campaign literature should be limited so that there is not an excess of paper wasted. It is recommended that no more than 500 copies of the main brochure, fact sheet, etc., be printed.
13. Campaign literature may not be placed on the chairs for any general session, campaign session, or workshop.
14. Candidates and their chapters are responsible for collecting all campaign literature and items from floors, etc., during and after the campaign table visitations before going to the Opening General Session. Candidates must also collect all campaign materials left on the ballroom chairs.
15. No campaigning may be done using the hotel's phone system, in the hotel's elevators, or other public areas, which are open to guests not associated with FBLA.
16. Elections will be held at a special voting delegate session on the second day of the conference (Saturday) and results will be announced at the Awards Banquet. **Candidates for state office MUST be present during the voting session. Candidates may not serve as voting delegates for their local chapter.**
17. The SC FBLA State Advisers reserve the right to fill by appointment or leave vacant any office for which there is no candidate.
18. Newly elected officers will be installed during the Awards Banquet. (Officers will be required to attend a rehearsal.)
19. Violations of these regulations by candidates or their campaign committee shall be considered by the State Officer Adviser and the State Adviser/Chairperson and can result in disqualification of the candidate.

### **CAMPAIGN TIPS**

One of the highlights of FBLA conferences is the election of officers. In order to determine the best candidate for each office, information must be gathered on each candidate. Campaigning is a series of organized, planned actions necessary for electing a candidate. It is an efficient way to provide information on the qualifications and characteristics of a candidate. It is not too early to start planning! Scheduling of specific tasks that need to be done 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 campaign materials will be finished before the date of campaigning, and there won't be a mad rush at the last minute.

Several campaigning suggestions include:

1. Select a theme that will be easy to build different, attractive ideas upon and which will have a positive, memorable effect on the delegates.
2. Integrate the campaign theme throughout the campaign speech.
3. Develop some way to state the candidate's qualities, ideas, and goals such as a fact sheet or brochure.

4. Give out candy, pens, etc. Any food items must be commercially prepared and sealed.
5. Make posters and other means of catching attention.
6. Be visible and prepared to talk to people and answer questions.
7. Ask your local chapter members to assist at the campaign table to show their support.
8. Choose a dependable person from your chapter to serve as your campaign manager. Select a committee to organize your campaign and your campaign table.
9. Develop a campaign budget and stick to it.
10. Practice your campaign speech in front of others.

Candidates and/or their chapters are responsible for keeping the campaign area clean and cleaning up campaign materials outside the campaign area. It is not the hotel's responsibility to do this. Failure to comply will result in all campaign tables being shut down.

### **DUTIES AND RESPONSIBILITIES OF ALL STATE OFFICERS**

1. As a state officer, you are a member of the SC FBLA State Executive Board. This officer team plays a vital role in planning projects, workshops, and conferences. Your main duty is to be a contributing member of the team and provide support not only for your fellow officers, but also for South Carolina FBLA.
2. Officers are required to attend all State Executive Board meetings, the State Officer Training, assigned chapter trainings, the State Fall Rally, and the District and State Leadership Conferences.
3. State officers are expected to possess a strong base of knowledge about the organization and be capable of discussing ideas and issues affecting the state chapter intelligently.
4. Officers must keep up to date on correspondence. Copies of all official correspondence must be sent to the state adviser and state president promptly. All correspondence and reports should be co-signed by the officer's local chapter adviser. The state president will maintain a master file of all correspondence.
5. Each officer is responsible for a monthly report based on the program of work that will be developed at the State Officer Training.
6. State officers must communicate daily with his/her local adviser. It is recommended that a time and place for these meetings be scheduled at the beginning of the school year.
7. An annual officer report must also be prepared and submitted prior to the State Leadership Conference.
8. It is **strongly recommended** that the state president attend the following conferences in order to represent the State Chapter: National Leadership Conference, SC FBLA Fall Leadership Rally, National Fall Leadership Conference, District Leadership Conference, and the State Leadership Conference.

9. All state officers **SHOULD** plan to attend the national conferences listed in #8. All state officers are required to attend all district and state conferences.
10. Registration to the national conferences will be waived for those state officers whose chapters are members of the SC FBLA Leadership Support Organization.
11. Additional responsibilities of state officers include:
  - a. Prepare and present workshops for the state conferences.
  - b. Prepare and deliver appropriate presentations when asked to visit schools, conferences, and at business and civic groups.
  - c. Communicate with FBLA members through *The Update* by submitting articles as assigned.
  - d. Support and promote the activities of the state chapter and help your chapter complete the Business Achievement Award chapter recognition.
  - e. Recruit new members and chapters.
  - f. Contribute ideas for improving South Carolina FBLA.
12. Work closely with your local adviser and the state advisers. Keep them informed at all times.
13. State officers shall serve as model representatives for FBLA public relations. State officers are called upon many times to make presentations before adult and student organizations and at times will need to miss school to represent FBLA.

**Note: If a candidate is involved in athletics, student government, band, etc., which require much time and preparation, then the candidate should seriously think about making the decision to run for a state office. Missing state meetings or not fulfilling state officer duties because of other school activities will result in the officer being removed from office. STATE FBLA OFFICER DUTIES WILL HAVE PRIORITY OVER ALL OTHER EXTRA-CURRICULAR ACTIVITIES.**

### **DUTIES OF THE STATE PRESIDENT**

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

1. Preside over and conduct all State Executive Board meetings according to parliamentary procedure and the South Carolina FBLA bylaws. Preside over the State Fall Leadership Rally and the State Leadership Conference.
2. Develop, in cooperation with the state adviser, the agenda and notice of all executive board meetings. Distribute agendas and notices to all board members, their advisers, and the Board of Directors at least ten working days prior to each meeting.
3. Serve as a state voting delegate at the National Leadership Conference following his/her election.
4. Appoint committees and serve as an ex-officio member of each committee.
5. Fill all state officer vacancies by appointment, subject to approval by majority vote of the State Executive Board.
6. Prepare the State Chapter Annual Business Report describing the year's activities and events.

7. Work closely with the state advisers.

### **DUTIES OF THE DISTRICT VICE PRESIDENTS**

In addition to the duties listed for all state officers, the district vice presidents shall:

1. Assist the state president as needed and be prepared to take over the duties of the state president. In the event of a vacancy in the office of State President, the vice president from the same district shall assume the office of President.
2. Plan and preside over the District Leadership Conference.
3. Assist with the planning for the District Leadership Conference.
4. Correspond with the chapters within the district. Visit local chapters in the district when possible.
5. Compile a “District Summary” for the state newsletter. This summary will contain information of chapter activities in the officer’s district. Write and/or secure articles for each issue of *The Update*, the state newsletter.
6. Work closely with the district director and state advisers.

### **DUTIES OF THE STATE SECRETARY**

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

1. Keep an accurate record of all State Executive Board meetings.
2. Publish and mail minutes of the State Executive Board meetings within ten working days after the meeting to all members of the State Executive Board, their advisers, and the District Directors and ensure that copies are available for reference at the next meeting.
3. Write and/or secure articles for each issue of *The Update*, the state newsletter.
4. Assist the president with the agenda for the Executive Council meetings.

### **DUTIES OF THE STATE TREASURER**

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

1. Serve on the Board of Directors for the SC FBLA Leadership Support Group.
2. Serve as a liaison between the Support Group and the State Executive Board.
3. Publicize the SC FBLA Leadership Support Group by designing flyers and brochures to be given to local chapters.

4. Work directly with the other officers to secure articles for *The Update* to ensure that all parts of the state are represented and included.

### **DUTIES OF THE STATE REPORTER**

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

1. Publish the state newsletter, *The Update*.
2. Send out schedules and deadlines for submitting news items.
3. Send news items to the local and state newspapers.
4. Work directly with the other officers to secure articles for *The Update* to ensure that all parts of the state are represented and included.

### **DUTIES OF THE STATE HISTORIAN**

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

1. Keep a written and photographic record of the activities of FBLA in a state scrapbook.
2. Collect souvenirs, mementos, programs, and other items that can serve to trace the history of the chapter.
3. Send flyers and letters to local chapters to secure items for the state scrapbook.
4. Display the state scrapbook at the State Leadership Conference.

### **DUTIES OF THE STATE PARLIAMENTARIAN**

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

1. Advise the state president on parliamentary procedure during Executive Board meetings and at state conferences.
2. Act as a resource person on parliamentary procedure for all local chapter voting delegates at the State Leadership Conference.
3. Make sure the election of state officers at the State Leadership Conference follows correct parliamentary procedure and the bylaws.
4. Write articles on parliamentary procedure for *The Update*, the state newsletter.
5. Ensure that a copy of the latest edition of *Robert's Rules of Order, Newly Revised*, the South Carolina Bylaws, and the national bylaws are available at every meeting.
6. Make sure the bylaws are kept up to date and are followed accurately at all times.

## **SOUTH CAROLINA FBLA STATE OFFICER CODE OF CONDUCT**

### **CODE OF CONDUCT**

1. State officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon the FBLA-PBL association.
2. State officers shall fully participate in all appropriate activities, conferences, workshops, business meetings, etc. for which they have responsibility.
3. State officers shall abide by the SC FBLA State Officer Dress Code. State officer uniforms must be worn when participating in state meetings, attending conferences, and representing the state chapter at local chapter or business meetings. If an officer loses any part of the uniform, it may result in not attending conference activities and not going on stage to speak.
4. State officers shall be willing to take and follow instructions as directed by those responsible for them.
5. State officers shall avoid places and actions that in any way could raise questions as to their moral character or conduct.
6. State officers shall treat all members equally and with respect.
7. State officers participating in FBLA activities shall not damage or deface property. Damages to any property or furnishing in hotel rooms, private accommodations and/or building will be paid for by state officers at their own expense.
8. State officers shall communicate any circumstances that prevent them from carrying out predetermined plans or assignments to their local and state adviser.
9. State officers are not permitted to wear any campaign materials at the State Leadership Conference, nor are they allowed to campaign for a candidate for State office, or serve as a campaign manager, except when campaigning for oneself.
10. State officers must adhere to set curfews at all meetings and conferences.
11. State officers shall not violate any state or federal laws. (Immediate removal from office.)

### **DISCIPLINE POLICY**

Not attending SC FBLA Executive Board meetings, not completing assignments (monthly reports, newsletter articles, conference duties, etc.) on time without advance approval of delay will result in the following action:

1. First violation – officer will receive a written warning stating the reason for the warning and detailing the expected action and results required. The local adviser will receive a copy of the warning.
2. Second violation – officer will receive a written warning stating the reason for the warning and detailing the expected action and results required. The officer's local adviser, principal/director, and parents will be notified.
3. Third violation – it will be assumed that the officer has decided to resign from office and appropriate action will be taken by SC FBLA to complete this decision.

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

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

## **FINANCIAL NOTES**

Official uniform and supply needs of state officers (e.g. blazer, officer team polo, name badges, and business cards) will be provided for all newly elected officers. The blazer must be returned at the outgoing-officer meeting at the State Leadership Conference.

Each officer will need to provide a business outfit consisting of one skirt/slacks, one blouse/shirt, ties, and appropriate shoes. The color/style of the outfits will be decided at the State Officer Training and must be ready for the first officer activity (National Leadership Conference).

Formal attire is required for the Awards Session at the State Leadership Conference. The ladies will wear a formal (color determined at state officer training; strapless gowns are not appropriate) and the gentlemen will wear a tuxedo with matching color cummerbund. The individual officers will incur the expense for this outfit.

**Note:** No student shall be denied the right to serve as a state officer because of limited finances. It is recommended that the local chapter incur the state officer expenses or the local chapter adviser should assist the student in soliciting funds to cover expenses.

## **ADVISING A STATE OFFICER**

### **State Officer's Adviser Overview**

“Mentor” is defined as a trusted counselor or guide, a tutor, or coach. This definition aptly describes the role of a state officer's local chapter adviser. From the moment a student considers running until his/her term of office ends, the adviser is a key figure. 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 on the campaign process and serves as tutor and coach during the officer's term of office.

It is sometimes difficult for an adviser to play the dual role of adviser and teacher. The relationship between adviser and officer is critical to the success of the term of office. The officer must realize that the local adviser's signature on the application shows his/her support to the officer and organization.

The local adviser should work closely with the state advisers to keep him/her informed of the officer's progress with projects and any challenges that may arise.

The officer should write all correspondence and articles and then present them to the adviser for suggestions and any necessary changes. The local adviser should proofread all materials before they are mailed.

Accept responsibility for assisting officers. Secure the endorsement and support of parents, school officials, and employers, if applicable.

The local adviser must attend the SC FBLA State Officer Training. The state officer training is used to formulate the officers' responsibilities and program of work for the year and give advisers insight into their supporting role.

Be prepared to devote office space and personal time to your state officer. Helping your officer to get organized is important. He/she must learn to budget time and keep materials readily available. Adequate file space and a

good filing system are essential. It is helpful to secure the assistance of a good secretary—hopefully an FBLA member who will devote time and effort to you and your officer.

Be informed about state programs, priorities, and critical issues to ideas and counsel may be given to your officer. Don't expect the officer to understand issues and have background information without assistance.

Present a positive image of FBLA and its programs.

Take an active part in helping your officer reach his/her personal and organizational goals.

### State Officer's Adviser Responsibilities

1. Advisers must attend the SC FBLA State Officer Candidate Interviews, the state officer training and the Executive Board meetings with their officer. All candidates must complete the State Officer Transportation Consent Form. South Carolina FBLA looks to the local chapter adviser to ensure that all relevant district and school policies, as well as parental preferences, are followed with regard to officer travel and chaperonage.
2. Advisers shall oversee the duties of his/her state officer and shall keep in contact with the state adviser on matters concerning the state chapter.
3. Support the activities and goals of the state chapter within your chapter.

### CAMPAIGNING (2011 CANDIDATES)



**(SAMPLE) SOUTH CAROLINA FUTURE BUSINESS LEADERS OF AMERICA  
2011-2012 STATE OFFICER CANDIDATE APPLICATION**

**(This copy of the officer candidate application is for information only and can be used as a working copy.  
Download the editable electronic copy on the state website to complete and  
submit by February 20, 2012.)**

**I. STATE OFFICE SOUGHT (select one)**

- State President     Secretary     Treasurer     Reporter     Historian     Parliamentarian  
 District Vice President. Indicate which district (1,2, 3, or 4): \_\_\_\_\_

**II. PERSONAL INFORMATION**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Current Year in School: \_\_\_\_\_ Graduation Year \_\_\_\_\_

Number of years as an FBLA member: \_\_\_\_\_ Birthday (mo/yr) \_\_\_\_\_

Identify FBLA offices held and term of office:

List business courses completed or currently enrolled in (also highlight the courses on the attached transcript):

**III. CHAPTER & ADVISER INFORMATION**

School Name: \_\_\_\_\_

School Address \_\_\_\_\_  
Street City ZIP

Adviser Name: \_\_\_\_\_

Adviser's Work Phone: \_\_\_\_\_ Adviser's Cell Phone: \_\_\_\_\_

Adviser's Fax: \_\_\_\_\_

Adviser's School E-mail: \_\_\_\_\_

Adviser's Home E-mail: \_\_\_\_\_

Adviser's Home Address: \_\_\_\_\_  
Street City ZIP

Adviser's Home Phone: \_\_\_\_\_

#### IV. UNIFORM INFORMATION

Blazer Size: \_\_\_\_\_  
(females—misses size 6, 8, etc., or petite misses 6, 8, etc. males—42R, etc.)

Polo Shirt Size (sm, lg, etc.): \_\_\_\_\_

Other Uniform (ladies—skirt size and dress size): \_\_\_\_\_

#### V. CANDIDATE RESPONSES (Type the answers to these questions on a separate attached sheet.)

- A. Why are you a member of FBLA?
- B. Explain your reasons for wanting to be a state officer?
- C. How do you plan to recruit new members and new chapters?
- D. Serving as a state officer is a major commitment of time, energy, and resources. Describe the arrangements you have made to ensure you can dedicate adequate levels of each if elected.

#### VI. SUBMITTING THIS APPLICATION

- A. **Attachments.** This application must be accompanied by the following documents:
  - 1. Current transcript with business courses highlighted (place in a sealed envelope)
  - 2. Resume (include relevant FBLA activities and offices)
  - 3. Copy of Adviser's email confirming FUTURE completion (BAA)
  - 4. Signed State Officer Code of Conduct
  - 5. Application Certification
- B. **Deadlines.** Candidates must have their completed application packet **received** by the following date:  
**February 20, 2012.**
- C. **Mail to.** Candidates must submit their completed application packet to:  
Mrs. Rita Beard, SC FBLA State Officers' Adviser  
6120 Tarleton Road  
Dalzell, SC 29040
- D. **No faxes will be accepted.**
- E. **The application must computer generated.**
- F. **Questions and/or assistance** with the completion of the application may be emailed to Mrs. Beard at the following address:  
rbeard@scfbla.org.

**\*\*PLEASE NOTE\*\***

The SC FBLA State Advisers reserve the right to fill by appointment or leave vacant any office for which there is no candidate.

## VII. APPLICATION CERTIFICATION

To become a state officer of South Carolina FBLA requires a commitment on the part of all parties involved. In order to make that commitment, each party must understand their responsibility in this leadership experience. In order for this application to be accepted, all appropriate signatures must be completed.

### A. Certification by Applicant and Parent/Guardian

If elected to serve as a South Carolina FBLA state or national officer, I agree to: (place an "x" in each box and sign)

- Remain committed to my education and family obligations.
- Make FBLA my top priority after my education and family responsibilities.
- Promote the growth and success of South Carolina FBLA chapters.
- Follow the established state officer guidelines, procedures, and regulations.
- Attend the State Officer Training.
- Attend all State Executive Board Meetings.
- Attend all state leadership conferences.
- Attend my district leadership conference.
- Cooperate with my school officials, local chapter advisers, and state chapter leaders at all times.
- Perform all assigned officer responsibilities.
- Keep my school administration, local adviser, and state leaders informed of all activities and results.
- Maintain the highest degree of personal honor, integrity, and ethics.

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

As the parent/guardian to \_\_\_\_\_, I agree to support his/her candidacy and, if elected, term as an FBLA State Officer. I have read the State Officer Candidate Guide and Transportation Consent Form and will abide by the contents.

Parent/Guardian's Signature: \_\_\_\_\_ Date \_\_\_\_\_

### B. Certification by Local Chapter Adviser

If \_\_\_\_\_ is elected, I agree to: (place an "x" in each box and sign)

- Support this officer if he/she is elected.
- Ensure that all school policies regarding travel and absences are followed.
- Ensure that school officials are appropriately informed of officer activities.
- Attend the officer candidate interview, the officer training meeting and all executive board meetings with my officer.
  - Chaperone and provide travel for the state officer to visit other schools and attend FBLA conferences.
  - Monitor the officer's academic program.
  - Assist the officer with the successful performance of his/her duties and responsibilities.
  - Communicate with South Carolina FBLA leaders regarding any officer performance issues.

Adviser's Signature \_\_\_\_\_ Date \_\_\_\_\_

**C. Certification by School Administrator**

If \_\_\_\_\_ is elected, I agree to: (place an "x" in each box and sign)

- Support this officer if he/she is elected
- Support the adviser's role throughout the year, including attendance at required events.
- Enable the officer (and adviser if needed) to attend required events.
- Ensure the officer travels with an adviser or adult chaperone to all FBLA meetings, conferences, and activities.

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Position \_\_\_\_\_ Phone \_\_\_\_\_