



**SOUTH CAROLINA FBLA  
STATE MIDDLE LEVEL REPRESENTATIVE  
CANDIDATE GUIDE  
2019-2020**

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Congratulations! You have taken the first step toward serving as a South Carolina Future Business Leaders of America Middle Level Representative!

## Before You Begin...

Read this guide closely. It covers:

- Important Dates
- Application Guidelines
- Preparing to be a Candidate
- Newly-Elected Middle Level Representative Duties/Responsibilities

Candidate files are located on the state website. You will need to download and complete the following files:

- Candidate Application (includes verifications and certifications)
- SC FBLA Middle Level Representative Code of Conduct
- Candidate Study Guide

Contact the State Officer Adviser by email, if you have any questions: [rbeard@scfbla.org](mailto:rbeard@scfbla.org).

## Important Due Dates...

- Submit by February 21<sup>st</sup> (US Mail) or February 22 (email):
  - ML Representative Candidate Application
  - ML Representative Code of Conduct
  - ML Representative Study Guide
- Submit by February 28<sup>th</sup>
  - Completion of the required levels of the LEAD Awards
    - Candidates must complete both the Bronze and Silver Levels
  - Resume highlighting FBLA Activities
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## State Leadership Conference...

- March 22nd – Candidate Interviews/Rehearsal, 5:30 p.m., North Charleston Convention Center Ballroom

## **QUALIFICATIONS AND PROCEDURES FOR STATE OFFICE MIDDLE LEVEL REPRESENTATIVE**

### Candidate Qualifications

1. Candidates must have an official representative of their school serving as the chapter adviser.
2. Candidates must have completed or be currently enrolled in a business class.
3. Candidates must currently hold an elective chapter office.
4. Candidates must complete the Bronze and Silver Levels of the LEAD program.
5. Candidates must possess Microsoft Word and PowerPoint skills.
6. Candidates must have a 3.0 GPA or higher.

### **Social Media**

There shall be no posting of candidacy on social media prior to the Candidate Interviews on March 22<sup>nd</sup>.

### **State Middle Level Candidate Procedures**

1. The SC FBLA Middle Level Representative position is an appointed position. It's very important that FBLA activities be listed on the required resumé.
2. Winner(s) will be announced during the Awards Banquet.
3. All candidates 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. Business attire is required. Please review the FBLA Dress Code.
5. The SC FBLA State Advisers reserve the right to fill by appointment or leave vacant any office for which there is no candidate.
6. Newly elected Middle Level Representatives will be installed during the Awards Banquet. (Candidates will be required to attend a rehearsal.)
7. 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.

## **DUTIES AND RESPONSIBILITIES OF MIDDLE LEVEL REPRESENTATIVES**

1. As a Middle Level Representative, you are a member of the SC FBLA State Executive Board. You play 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. ML Representatives 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. ML Representatives are expected to possess a strong base of knowledge about the organization. ML Representatives discuss ideas and issues affecting the state chapter intelligently.
4. ML Representatives 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.
5. ML Representatives are responsible for a monthly report based on the program of work that will be developed at the State Officer Training.
6. ML Representatives 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. All Middle Level Representatives must attend all district and state conferences
8. Additional responsibilities of Middle Level Representatives include:
  - Prepare and present workshops for the state conferences.
  - Prepare and deliver appropriate presentations when asked to visit schools, conferences, and at business and civic groups.
  - Communicate with FBLA members via email, SC FBLA Facebook page, and chapter visits.
  - Support and promote the activities of the state chapter and help your chapter complete the LEAD Award program recognition.
  - Recruit new middle level members and chapters.
  - Contribute ideas for improving South Carolina FBLA.
9. ML Representatives work closely with their local adviser and the state advisers. Keep advisers informed at all times.
10. Officer team members 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.
11. Failure to complete the duties of a Middle Level Representative will result in an automatic removal from office. Refer to the Middle Level Representative Code of Conduct.

**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.**

## FINANCIAL NOTES

An official FBLA blazer will be provided to all state officer team members. Ties will also be provided for male officers. Also provided will be an official officer name badge. 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 two skirts/slacks, two blouses/shirts and appropriate shoes. Females may also purchase a red or gray dress. The color/style of the outfits will be decided prior to the State Officer Training and must be ready for the first officer meeting, which is the SC FBLA State Officer Training Workshop).

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 males 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 MIDDLE LEVEL REPRESENTATIVE

### Middle Level 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 Middle Level Representative is critical to the success of the term of office. The ML Representative 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 ML Representative’s progress with projects and any challenges that may arise.

The ML Rep 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 emailed or mailed. Accept responsibility for assisting the Middle Level Representative. Secure the endorsement and support of parents, school officials, if applicable.

Be prepared to devote office space and personal time to your ML Representative. Helping him/her 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. Counsel may be given to your ML Rep. Don't expect him/her 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 ML Rep reach his/her personal and organizational goals.

### **Middle Level Representative Adviser Responsibilities**

1. Advisers must attend the SC FBLA State Officer Candidate Interviews and rehearsal at the State Leadership Conference. Advisers must also attend the state officer training and all of the Executive Board meetings with their officer.
2. Advisers will enforce school and district transportation policies. 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. If a parent or relative transports the state officer/mid-level representative to the Executive Board Meetings, the adviser must also attend the Executive Board meetings.
3. 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.
4. Support the activities and goals of the state chapter within your chapter.

### **What do you know about FBLA?**

It's very important for the FBLA State Officer Candidate and/or Middle Level Representative KNOW FBLA inside and out. How can you lead an organization if you don't know anything about it?

### **A Little Bit of SC FBLA History**

The FBLA concept was developed in 1937 by Dr. Hamden L. Forkner of Columbia University. The first high school chapter was chartered in Johnson City, Tennessee on February 3, 1942. In 1958, the first PBL collegiate chapter was chartered in Iowa. The Professional Division, originally the Alumni Division, began in 1979. Joining FBLA-PBL in 1994 was the FBLA-Middle Level for students in grades 5–9.

The South Carolina State Chapter of Future Business Leaders of America received its charter on February 20, 1949, and became State Chapter Number 5. Since that time, it has grown both actively and numerically while continuing to serve its primary function--producing quality business leaders.

Mrs. Rita P. Heape organized the first local chapter at Greenville High School in 1947 and was instrumental in establishing the state chapter. Mrs. Heape served as the first State Chairman. The first state conference was held in 1948. The Business Education Section of the State Department of Education assumed the FBLA leadership role in October 1977, and Dr. Anne L. Matthews was named State Chairman. Miss Andrea Kelly was

appointed State Executive Secretary. Ms. Emily Richardson was named State Chairman in 1986. Ms. Jean Parker was appointed State Executive Secretary in 1987 and served for one year. When Ms. Richardson resigned in 1992, Ms. Jean Parker and Ms. Linda Albert were appointed as State Co-Chairmen. In 1993 Ms. Jean Parker and Ms. Katherine Cliatt became State Co-Chairmen, with Ms. Linda Albert assuming the role of State Adviser.

In October 1996 a change in policy at the State Department of Education regarding sponsorship of student service organizations returned governance of the Chapter to the Board of Directors and State Executive Council. Ms. Pat Itter was appointed State Adviser/Chairman.

### **FBLA-PBL Mission Statement**

FBLA-PBL inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.

### **FBLA-PBL Divisions**

- **Future Business Leaders of America (FBLA)** for high school students, with over 196,950 members and more than 5,200 chapters.
- **FBLA-Middle Level (FBLA-ML)** for junior high and middle school students, with over 21,900 members and more than 750 chapters.
- **Phi Beta Lambda (PBL)** for college students, with over 8,000 members and more than 350 chapters.
- **Professional Division (PD)** for FBLA-PBL alumni, business professionals, educators, and parents who support the goals of the association, with over 3,900 members.

### **Goals**

- Develop competent, aggressive business leadership.
- Strengthen the confidence of students in themselves and their work.
- Create more interest in and understanding of American business enterprise.
- Encourage members in the development of individual projects that contribute to the improvement of home, business, and community.
- Develop character, prepare for useful citizenship, and foster patriotism.
- Encourage and practice efficient money management.
- Encourage scholarship and promote school loyalty.
- Assist students in the establishment of occupational goals.
- Facilitate the transition from school to work.

### **FBLA-PBL Code of Ethics**

#### **I will:**

- be honest and sincere.
- approach each task with confidence in my ability to perform my work at a high standard.
- willingly accept responsibilities and duties.
- seek to profit from my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.
- abide by the rules and regulations of my school.

- exercise initiative and responsibility and will cooperate with my employer and fellow workers.
- dress and act in a manner that will bring respect to me and to my school.
- seek to improve my community by contributing my efforts and my resources to worthwhile projects.

### **FBLA-PBL Creed**

#### **I believe:**

- education is the right of every person.
- the future depends on mutual understanding and cooperation among business, industry, labor, religious, family, and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.
- every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.
- every person should actively work toward improving social, political, community, and family life.
- every person has the right to earn a living at a useful occupation.
- every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.
- I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

#### **Pledge**

I solemnly promise to uphold the aims and responsibilities of Future Business Leaders of America-Phi Beta Lambda and, as an active member, I shall strive to develop the qualities necessary in becoming a responsible business leader.