

## 2020 SC FBLA State Officer Candidate Checklist for Vacant Offices (District I VP, Secretary and Treasurer)

Advisers will email all files to the State Officer Adviser: [rbeard@scfbla.org](mailto:rbeard@scfbla.org) beginning no earlier than April 16<sup>th</sup> and no later than April 20<sup>th</sup>. Include all files in one email. Application files will not be accepted until after April 15<sup>th</sup>.  
BAA Future and Business Levels will be verified.

### FBLA District I Vice President, Secretarial, and Treasurer Candidates

#### Wednesday, April 15

\_\_\_\_\_ Completed the Future and Business Levels of the BAAs. Forward the adviser's confirmation email (or certificates) to the State Officer Adviser.

#### Thursday, April 16-April 20

EMAIL the following eight files. Use the following format for file names: Application\_CCarter, Resumé\_CCarter, etc.)

- \_\_\_\_\_ Candidate Application (Microsoft Word or Google Docs format)
- \_\_\_\_\_ Three Application Certifications (PDF format)  
Member/parent or guardian  
Adviser  
Principal
- \_\_\_\_\_ Transcript with business/technology classes highlighted (PDF format)
- \_\_\_\_\_ FBLA Resumé, (Microsoft Word or Google Docs format), (List ALL FBLA participation activities such as community service, American Enterprise activities, offices held, FBLA conferences attended, FBLA awards won, and other chapter activities, (other leadership/school activities may be listed at the end of the resumé).
- \_\_\_\_\_ SC FBLA State Officer Code of Conduct
- \_\_\_\_\_ Completed Study Guide (follow directions to complete this study guide)

Questions? Email Mrs. Beard, State Officers' Adviser: [rbeard@scfbla.org](mailto:rbeard@scfbla.org)