



State Officer Candidate Guide
2024-2025

Intent to Run for State/National Office

DUE: February 28, 2025

Thank you for your interest in becoming a state officer for Oklahoma Future Business Leaders of America. Please submit this completed form with the other components to the Oklahoma FBLA Online State Officer Candidate Application.

OFFICER ELECTION PROCESS

All applicants will complete the following process to run as a State Officer Candidate:

1. Complete Application
2. Take the Introduction to FBLA online test – prior to SLC during the online testing window
3. Attend a State Officer Candidate Orientation virtually or at SLC
4. State Officer Candidate Virtual Interview prior to SBLC scheduled March 2-6 with your adviser
5. Present Candidate Speech during Opening Session of SBLC
6. Answer On-Stage Question in the Opening Business Session of SBLC

Officer Candidates will not be elected/run for a specific position on the State Officer Team but run to be elected to the team. Officer positions will be slated thereafter.

There are three (3) state officer positions available for the 2024-2025 State Officer Team. Of these three positions, if there is no representation from one of the divisions (Collegiate, HS, MS), then a 4th officer will be appointed from that division.

“I understand that I must complete the remainder of the application package as outlined in the State Officer Candidate Guidelines to be officially on the ballot for a state officer position during the 2024-2025 school year.”

Student Applicant Signature

Date

Chapter Adviser Acknowledgement and Approval

Date

State/National Officer Application

Student Name _____
Grade in School or Year in College _____
Member of FBLA Since _____
School Name _____
Age _____
Birthdate _____
GPA _____
2.75 GPA minimum on a 4.0 scale - 3.0 for the president position

"I understand as a state officer, I must be enrolled in a credit-generating business education sequenced course or have completed a business education sequence as defined by my district."

Student Applicant Signature Date

Chapter Adviser Signature Date

PLEASE NOTE

- ✓ All candidates are required to attend the State Leadership Conference.
- ✓ In addition to this application and forms, each candidate must include the following:
 - Current transcript with GPA highlighted
 - Resume, including qualification for office (not to exceed two pages)
 - Three letters of recommendation (Chapter Adviser, School Administrator, Community Member)
- ✓ All applications must be received by the state director by **5:00pm on February 28, 2025.**
- ✓ To submit your application, scan and send all files here: statedirector@oklahomafbla.org
- ✓ Email statedirector@oklahomafbla.org with questions.

State/National Officer Applicant Questionnaire

Type and submit the following questions with your application packet. This is your opportunity to explain further anything that makes you the best candidate for your desired position. Answers must be as complete as possible. No more than 2 paragraphs per answer to any one question.

Why do you wish to become a state officer of Oklahoma State FBLA?	What do you believe will be the principal duties of the office you seek?
How do you plan to schedule your time to accomplish these tasks?	Explain the time commitment involved, including time away from home and school, in the office you seek.
How have you helped promote FBLA in your local chapter?	From a personal standpoint, what has being a FBLA member done for you?
If elected, what projects would you encourage the state officer team to consider in order to enhance FBLA and why?	What would you like to learn as a leader, when you become a state officer?

“I confirm the statements above are my own and materials I am submitting for candidacy are accurate and correct to the best of my knowledge. I agree to uphold the Creed of FBLA, and to do my best work possible to represent my Office, Chapter, Region, and the State of Oklahoma in my activities as a State Officer.”

Student Applicant Signature

Date

I agree to have my responses made anonymously available for
publicity purposes:

Initials

I agree to have photos of me used in website and marketing materials
if elected:

Initials

Submit applications to: statedirector@oklahomafbla.org

If you have any questions, please contact the Oklahoma FBLA State Director:
statedirector@oklahomafbla.org

Thank you!

STATE & NATIONAL OFFICER CANDIDATE AGREEMENT INFORMATION SHEET

Purpose:

Becoming an Oklahoma FBLA State Officer requires a commitment on the part of all parties concerned. To make that commitment, each party must understand the responsibility to this leadership training experience. For a candidate to be eligible for office, all parties indicated *must* sign this agreement.

State Officer Candidates should understand that, if elected, attendance at all state officer meetings and activities is required. Failure to attend any of these meetings will result in their removal from office, except for emergencies/unsafe traveling conditions. It should also be understood that an officer may be removed from office if he/she fails to comply with state officer responsibilities/assignments, for failure to participate in activities, and for conduct which would reflect negatively on Oklahoma FBLA or the State Officer Team.

If elected, the candidate agrees to:

1. Perform to the best of his/her ability the duties of the elected office.
2. Maintain an un-weighted GPA of 2.75 or better based on a 4.0 scale during their term of office. The State President must maintain a 3.0 GPA or higher based on a 4.0 scale during his or her term of office.
3. Attend and participate in **ALL** activities scheduled by the Oklahoma FBLA including, but not limited to state officer meetings, state officer training, and conferences and attest that, "I fully understand the responsibilities and obligations of the position I seek; and, if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the Management Team and State Adviser, I fail to fulfill my responsibilities and obligations of office, and/or I violate the Oklahoma FBLA Student Code of Conduct, I can be removed from office."

State officers are strongly encouraged, but not required, to attend the following conferences: **National Fall Leadership Conference** and **National Leadership Conference**.

The Parent(s)/Guardian(s) Agree To:

1. Authorize state officer to visit Oklahoma schools and participate in all Oklahoma FBLA chapter activities, state officer meetings, and other official officer duties for the purpose of conducting official FBLA state officer business.
2. Encourage the state officer to take full benefit of the leadership development experience.
3. Authorize the state officer's name/likeness in publications, productions, promotions, and on websites for informational, promotional, and other related purposes without further consideration.

STATE & NATIONAL OFFICER CANDIDATE AGREEMENT SIGNATURE FORM

Adviser(s) and All School Officials Listed Below Agree To:

1. Recommend for state office only those candidates who are qualified. (See qualification information provided.)
2. Host meetings, when possible, of the state officers upon request of the State Director.
3. Ensure the candidate's attendance at all required Oklahoma FBLA activities.
4. Permit the candidate to visit Oklahoma schools and participate in FBLA chapter activities for the purpose of conducting official FBLA state officer business.
5. Certify that the candidate has earned a GPA of 2.75 (4.0 base) or better for the term preceding the election and that officer maintains this during their term of office. The State President has earned a 3.0 GPA (4.0 base) or better for the term preceding the election and maintain this during their term of office.
6. Read the State Officer Candidate Agreement and State Officer Code of Conduct Agreement and discuss its implications with the student.
7. Host an affiliated FBLA chapter at your school.

Candidate Signature ¹	Candidate Name, Printed	Date
Chapter Adviser Signature	Chapter Adviser, Printed	Date
Parent/Guardian Signature	Parent/Guardian Signature	Date
High School Administrator Signature	High School Administrator, printed	Date
Athletic Coach(es) Signature	Athletic Coach(es), printed	Date
Candidate Employer(s) Signature	Candidate Employer, printed	Date

¹ If you change schools, jobs and/or sports at any time during your state officer year and signatures above are not complete and current; this document must be signed again and resent to Oklahoma FBLA.

STATE & NATIONAL OFFICER CONDUCT AGREEMENT

This applies for the full term of office

FBLA and related programs offer training to students with career objectives in the fields of business, management, entrepreneurship, and technology, among many other fields. Because individual conduct and appearance is an aspect of this training, it becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times. Violations of this conduct code will not be tolerated and may result in disqualification from competition, being sent home at the individual parent and/or guardian expense, removal from FBLA office, forfeiture of awards, suspension from future FBLA activities, and/or other appropriate measures.

1. Participants must abide by all rules and regulations of FBLA, appropriate school district policies, and applicable laws and ordinances from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
2. There shall be no defacing or stealing of property. Any damages to any property or furnishing must be paid or replaced by the individual or chapter involved. Violators may be referred to the police and sent home.
3. No narcotics in any form shall be possessed or used by participants at any time, under any circumstances. Violators will be referred to the school administrator, police authorities and sent home.
4. No alcoholic beverages shall be possessed or used by participants at any time, under any circumstances. Violators will be referred to the school administrator, police authorities and sent home.
5. Possession of weapons and/or any action causing bodily harm or fear of life will not be tolerated. Violators will be referred to the school administrator, police authorities and sent home.
6. Student use of tobacco products will not be permitted from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
7. Officers will fully participate in all conference general sessions (such as opening and awards) and assigned activities as instructed by state staff. (Including workshops, competitive events, meetings, etc.)
8. Participants should keep their adult advisers informed of their activities and whereabouts at all times. Identification badges are to be worn at all appropriate times.
9. Students of the opposite sex shall not be permitted to be in the same room unless the door is fully open so that someone in the hall may have a clear view into the room or the adviser is present.
10. Inappropriate sexual conduct and/or behavior is prohibited.
11. The dress code will be followed at all times.
12. Participants in the presence, and/or having direct knowledge (not hearsay or rumor) of conduct violations must immediately separate themselves from the situation and report the violation to their adviser. Failure to do so will be viewed as the equivalent to participating in the transgression.
13. Minimum penalties for violations of this conduct code may be imposed at the discretion of the adviser, state management team, and/or the Board of Advisers. Additional penalties may also be imposed at the discretion of the chapter adviser and/or school officials according to individual school district policies and guidelines.

Student Signature

Date

Parent/Guardian Signature

Date

STATE & NATIONAL OFFICER TRAVEL FORM

Event or Meeting Description: **All State Officer Responsibilities during Term in Office**

Student Name: _____ Phone: _____

School Name: _____ Phone: _____

All students must adhere to their local school district's student transportation policy and procedures. Please attach a copy of the district policy and forms pertaining to student travel for this event and complete the form below. All travel must be pre-approved before each event.

____ The above-named student may drive herself/himself to the above function as part of her/his official responsibilities. All travel must be pre-approved before each event by the State Director.

____ The above-named student will be allowed to ride with representatives of the state association or its agents/contractors to get to or during the above function as part of her/his official responsibilities.

By signing below the parties agree to abide by all policies and information included this form:

As a school district official, my signature below verifies that the above modes of transportation are not in violation of the _____ School District student transportation policy.

School Administrator Signature

Date

I agree to adhere to the above-named school transportation policy and modes of transportation.

Student Signature

Date

I agree to allow my child to use the above-named mode(s) of transportation and give permission for my child to attend this meeting.

Parent/Guardian Signature

Date

School Administration Statement of Support Oklahoma FBLA State/National Officer Candidate Application

Candidates need to secure the official endorsement of their FBLA chapter adviser and school administrator as an officially supported state officer candidate.

I understand that **FBLA** is a national and state sponsored organization officially endorsed by the U.S. Department of Education as a co-curricular and an integral part of Business Education instruction and program.

I understand that _____ (candidate name) has been officially endorsed by our school's FBLA chapter, our FBLA chapter adviser, and his/her parents/guardians to seek Oklahoma FBLA State Office.

I understand that if the above-named student is elected to serve as a state officer that he/she will be required to attend meetings, leadership conferences, and education activities that occur during the regular instructional period.

Our school agrees to maintain an active local FBLA chapter and chapter adviser/Business Education teacher during the above-named student's term of service as a Oklahoma FBLA State Officer.

Our school agrees to support the above-named student's duties and responsibilities as an Oklahoma FBLA State Officer including approval of absences and providing chaperone(s) for FBLA official functions. We also understand that it is the local chapter's responsibility to comply with any school district policies and practices regarding a state officer's participation in Oklahoma FBLA official functions.

I understand that serving as an Oklahoma FBLA State Officer is a position of high honor and an important responsibility to our school, community, and the citizens of Oklahoma. Our school pledges to work in partnership with Oklahoma FBLA to ensure the success of the above-named student's leadership, academic, and career pursuits while serving as a state officer.

AUTHORIZED BY:

Print Name of Administrator

Print Name of Adviser

Print Title of Administrator

Print Title of Adviser

Signature of Administrator

Signature of FBLA Adviser

State/National Officer Emergency Medical Treatment AND Authorization Form

Name of Student: _____	Date: _____
Home Address: _____	Home Phone: _____
Parent/Guardian Daytime Phone Number: _____	Evening Number: _____
Name of School: _____	School Phone: _____
Name of Activity: All FBLA Sponsored Activities – April 2024-April 2025	

This is to certify that *the above-named student* has my permission to attend all FBLA sponsored activities during the above dates. I also do hereby, on the behalf of *the above-named student* absolve and release the school officials, the FBLA chapter advisers and the FBLA staff from any claims for personal injuries/damages/illness which might be sustained while he/she is in route to and from or during the FBLA sponsored activity.

I authorize the above-named adviser or FBLA staff to secure the services of a doctor or hospital for the *above-named student*. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

My student and I have read and agree to abide by the Oklahoma FBLA State Officer Conduct Agreement. I also agree that the school officials, the FBLA chapter advisers, and the state FBLA staff have the right to send my student home from the activity at my expense, provided that in their opinion the seriousness of the violation warrants it.

Medical Information	
Known allergies (drug or natural) _____	
Is student on special medication? (If so, please list) _____	
Does student have a history of: <input type="checkbox"/> heart condition <input type="checkbox"/> asthma <input type="checkbox"/> Epilepsy? <input type="checkbox"/> Diabetes	
Does your student have any physical restrictions or other conditions that should be known? (If so, please list) _____	
Student's Date of Birth: _____	
Family Physician: _____	Phone: _____
Insurance Company: _____	Policy Number: _____

Student Signature: _____	Date: _____
Parent/Guardian Signature: _____	Date: _____
Chapter Adviser Signature: _____	Date: _____
School Official Signature: _____	Date: _____