

OREGON
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2019

STATE OFFICER CANDIDATE GUIDE



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Dear Dedicated FBLA Members:

CONGRATULATIONS on your decision to become a State Officer Candidate. While we only have a few coveted positions available, the journey you are about to embark on will truly benefit you and your future. We at Oregon FBLA recognize those who seek to serve as an Oregon FBLA State Officer as someone who is truly remarkable. Furthermore, we also acknowledge you, the potential candidate, as one of those rare individuals who strive to become the leaders that move our organization to great heights.



Running for and serving as a state officer will be a positive, life-shaping opportunity. This Oregon State Officer Candidate Guide has been produced to educate you on the Oregon FBLA state officer election process. You will find the policies and procedures that will equip you to run a successful campaign. In addition, a job description and a schedule of events that outlines what your year as an officer may look like have been included.

Furthermore, the Oregon FBLA Board of Advisers and the Board of Trustees believe so strongly in our state officers that for over a decade it has provided the Oregon State Officer Team with professional leadership coaches. The ultimate goal we have for you as a state officer is to be well trained and equipped so that you can become respected leaders for Oregon FBLA, which, in turn, will make you respected leaders in whatever you do.

It has been said that “In order to succeed we must first believe we can.” Oregon FBLA believes in you, and we are eager to assist you in running for state office. Please contact any member of the state management team or state officer team for assistance in your quest to become a state leader of Oregon FBLA!

Our best wishes for great success now and in the future!

Cypress Barrett
State President

Mike Oechsner, MBA, CMP
Executive Director

Carla Boulton
State Adviser



Oregon FBLA Chapter Advisers:

The Oregon FBLA State Officer Program provides tremendous opportunities for students to gain new leadership skills, learn critical thinking, improve their planning and organization skills, become stronger speakers, demonstrate initiative, and much more. In short, it is a unique and valuable experience that we are excited to share with your students.

Along with the considerable benefits that come with being a State Officer, there are important responsibilities that officers accept. We need your help to ensure that students who plan to run for state office are aware of these responsibilities; and, if elected, that both you and they will ensure that those responsibilities are fulfilled.

As an adviser with a candidate, and (if elected) a state officer, the expectation is that you will:

- Assist your candidate with completing all required aspects of the State Officer candidate application and review their campaign speech and campaign materials;
- Assist your candidate to schedule their virtual candidate interview;
- Make a personal commitment to cooperate with the State Director and State Officer Coach to ensure that your state officer fulfills all his/her state officer responsibilities;
- Attend various meetings and functions with your state officer;
- Serve as an ongoing mentor to your state officer;
- Arrange additional time to work with your state officer;
- Review the State Officer the State Officer Team Program of Work to ensure he/she is up to date on all assignments;
- Assist with travel arrangements, including traveling with your officer when necessary;
- Edit and review materials and communication before your officer submits and distributes them;
- Provide your officer with workspace supplies, computer access, email access, and any necessary financial support; and
- Assist with the ongoing training of all officers.

By signing the forms included in this guide, you are making a commitment to your candidate/State Officer and Oregon FBLA. Training and directing our state officers is a team effort, and it is essential that the officer's adviser is a part of that team.

Thank you for encouraging your student to seek a State Officer position with Oregon FBLA.

Sincerely,

Carla Boulton M.Ed.

Oregon FBLA State Adviser



IS RUNNING FOR STATE OFFICE RIGHT FOR ME?

The opportunities provided to state officers are tremendous and many state officer alumni consider their time as an officer as a pivotal experience in their life. Along with the opportunities and benefits of being an officer comes many important responsibilities. Take the opportunity to carefully consider your decision to run for state office and what it requires.

The average state officer will spend five to ten hours a week working on state officer projects and responsibilities. Prior to state officer meetings, conferences and FBLA events, the amount of time required tends to spike as officers finalize preparations and polish up projects. It is important to realize that although academics remain the number one priority, you will not be able to fall behind in your responsibilities as a FBLA officer. You are required to participate in the team decision making process, perform your assigned tasks, and attend all required conferences and events.

If you are elected, you are required to attend conferences, officer meetings and FBLA events throughout the year. You are not allowed to leave early, arrive late, or miss any parts of these events (except in the case of an extreme emergency). State officers have had to miss big games, dances, trips, etc. because these activities conflicted with state officer responsibilities. The expectation is that your state officer responsibilities and commitments take priority, after your academics.

Please carefully review the documents and information in this guide to ensure you fully understand what is expected/required of you as a state officer, if you are elected.

If you are willing to make this commitment and you are the type of person that has the drive to succeed and the encouragement and dedication to get the job done, a FBLA office is definitely for you! If you are unsure, you may want to speak with your advisor to see if running for a state officer is the right decision for you. If you decide to run for office, be assured that holding state office will be one of the most memorable experiences of your life and one of the most effective career preparation experiences you can have while in high school.

CANDIDATE POLICY GUIDELINES

FBLA ELECTION PROCESS

The chapter adviser is the only person authorized to initiate State Officer candidate proceedings.

There are five phases leading to the election of an Oregon FBLA State Officer:

1. Complete the “Future Level” of the Business Achievement Award Program.
2. Complete all aspects of the application process by the required deadline.
3. Complete a screening interview and be approved to run by the Oregon FBLA State Officer Candidate Screening Committee.
4. Participate in all campaign and election activities at the State Business Leadership Conference.
5. Election at the State Business Leadership Conference.

If elected, the state officers elect must attend the State Officer Orientation Meeting held from 6:00 p.m. to 8:00 p.m. on Friday afternoon at SBLC, or immediately following the Annual Business Meeting, whichever is earlier. State Officer Advisers are required to attend from 6:00 p.m. to 6:15 p.m, or for 15 minutes immediately after the Annual Business Meeting, whichever is earlier.

If there are no candidates available for an office, the Board of Advisers will determine what the next steps shall be.

ELECTED OFFICES

The following offices will be elected by the members during the State Business Leadership Conference following the procedures outlined in this guide:

- State President
- Executive VP
See Eligibility Requirement #7 on page 7
- Region Vice Presidents (5)



APPOINTED OFFICES

The following offices will be appointed by a committee comprised of the current State President, Executive Director/State Adviser and Board of Trustees Chair. Candidates must follow all specific candidate guidelines outlined in this guide.

- Vice President of Media



ELIGIBILITY REQUIREMENTS

The following outlines the minimum requirements that must be met in order for Oregon FBLA to accept a member for State Officer Candidacy. To be eligible for state office, the following criteria must be met:

1. A candidate must be an active member in good standing of Oregon FBLA and National FBLA by March 1 of the current school year. A candidate must be a member of a state approved FBLA chapter and be an active member of that chapter.
2. It is strongly recommended that the candidate have held, or be holding, an FBLA chapter office or other leadership role in school clubs/organizations, or other civic/community organizations. However, this is not a requirement.
3. A candidate may be a freshman, sophomore, or junior. Seniors are not eligible to run for State Office.
4. A candidate must have earned a GPA of 2.50 (4.00 scale) or greater for the term preceding their running for office, and must maintain a GPA of 2.50 or greater throughout their term of office if elected. This includes both ensuring their cumulative GPA remains above a 2.50, and that each term's GPA is a 2.50 or greater.
5. The term of office will be from the close of the State Business Leadership Conference where the officer is elected, to the close of the following State Business Leadership Conference when the newly elected officer team begins their term. The term for officers appointed after the State Business Leadership Conference will be from their date of appointment and will last until the close of the following State Business Leadership Conference along with the rest of the officer team.
6. To be eligible to run for a state office, each candidate must complete and submit all forms and documentation and must complete each step of the election process outlined in this guide.
7. To be eligible to run for the office of Executive Vice President, the candidate must agree to run a campaign for a position on the FBLA National Officer Team. Failure to run a campaign at the National Leadership Conference will automatically disqualify an individual from serving as Executive Vice President. If elected at the State Business Leadership Conference, candidates for Executive Vice President must work closely with the Executive Director, State Adviser, and State Officer Coach in preparing their campaign for the National Leadership Conference. The national officer deadlines are soon after SBLC, so if running for Executive Vice President, it would be a strong suggestion to have reviewed the national candidate guide prior to SBLC. Newly elected Executive VP must be prepared to submit the required final documents well ahead of the national deadline. Draft documents are due at the time of application.



APPLICATION PROCESS

Candidates must complete an application and have the contract signed by parents or guardians, adviser, administrator, coaches, and employers (if applicable). The application, contract, and all forms must be completed by the candidate and uploaded online by **March 2, 2020**. Each chapter may only submit one candidate for each available office.

The forms, which must be completed and submitted by the adviser and candidate on or before the received by deadline, are:

- State Officer Candidate Application Cover (Appendix A)
- State Officer Candidate Recommendation Form (Appendix B)
- State Officer Candidate Contract (Appendix C)
Approval and support by all parties concerned for the candidate's commitment to office.
- FBLA Code of Conduct (Appendix D)
- Code of Conduct Disciplinary Regulations (Appendix E)
- Emergency Medical Treatment Authorization Form (Appendix F)
- Academic Unofficial Transcript (Most recently updated)
- "Future Level" Business Achievement Awards (BAA) Form
Or other proof that candidate has completed the "Future Level" of the Business Achievement Award Program.
- State Officer Candidate Commercial
- National Officer Candidate Requirements (*Executive Vice President Candidates Only*)



CANDIDATE COMMERCIAL

Each candidate must submit a pre-recorded commercial which will be viewable to all members during the State Business Leadership Conference. Commercials must following the below guidelines:

1. Videos must be 30-seconds (maximum) and highlight why the candidate should be elected to state office. Time begins the moment the first visual and/or audio occurs on screen and ends at the last moment a visual and/or audio component occurs on screen.
2. Videos should feature the candidate speaking, but may include supporting graphics and/or visuals to help showcase why the candidate would make a good state officer. Other FBLA members may help a candidate shoot, edit, and design the video, but the candidate can be the only one speaking.
3. Videos must be submitted in .mov format at the time of application.
4. Inappropriate videos (offensive language, gestures or images, unclean music, sexually suggestive music or language) will not be allowed. If a video is deemed inappropriate by the Oregon FBLA Management Team, the candidate will be disqualified. Campaign videos are subject to the same budget guidelines as the rest of the campaign.

VIDEO COMMERCIAL SUBMISSION INSTRUCTIONS

Complete the below steps to submit your video:

- Step 1** Create and/or sign into your Dropbox account
- Step 2** Upload your video to Dropbox. Your file must be a .mov file.
- Step 3** Select the “Share Link” option for your uploaded file.
The “Share Link” button will appear when you hover over your file in Dropbox.
- Step 4** In the “Share Link” window, ensure the “Anyone with the link can view” option is selected.
- Step 5** Click “Get Link”
- Step 6** Submit the video link online at the time of application



CANDIDATE SCREENING INTERVIEW

All applicants will participate in a virtual interview prior to SBLC. The Screening Committee will be comprised of the State Officer Coach, the State Adviser, and one or two current State Officers. Applicants will be asked a variety of questions which may include, but are not limited to: their qualifications for office, leadership experience, duties and time commitments required to be an officer. If an applicant scores above 70 (out of 150 possible points) and the committee members agree that the individual would make a good candidate, the applicant will become an approved candidate allowed to campaign at SBLC. Failure to participate in an interview may result in immediate disqualification.

After the application deadline, you will receive the following information by email:

- Access to the online interview link and instructions on how to set up your computer for a virtual interview
- A scheduled time to test out your computer/camera/sound before the actual interview

INTERVIEW DATES

To participate in the interview, it is highly recommended that you have access to a computer with internet and a web camera. If you do not have these resources available, contact carla@oregonfbla.org. Your interview will take place on one of the dates listed below. Please block out the date/time in your schedule.

- Tuesday, March 10, 2020 | 3:30 PM – 6:30 PM
- Wednesday, March 11, 2020 | 3:30 PM – 6:30 PM
- Thursday, March 12, 20120 | 3:30 PM – 6:30 PM



CAMPAIGNING

CANDIDATE BRIEFING

All candidates must attend the State Officer Candidate Briefing Session held during the State Business Leadership Conference. Failure to attend the meeting may result in a candidate's disqualification. Candidates for Vice President of Media must turn in their portfolios at this time.

OPENING SESSION

Campaigning is allowed at the Opening Session, but is limited to before and after the session (not during the session). No vocal, audio, or active demonstrations that distract from the session will be allowed. In addition, no materials can be placed on seats in the audience. Doing so may result in disqualification. Any banner(s) displayed cannot impede any participant's view of the stage or conference screens (before or after the session). All candidates will be introduced on stage during the Opening Session.

CAMPAIGN SPEECHES

Candidates for **State President**, **Executive Vice President**, and **Region Vice President** shall deliver a prepared campaign speech during the State Business Leadership Conference. All speeches in support of the candidate must be included and completed within the time allotted.

- All candidates will deliver their speech during the Opening Session. Candidates are allotted three (3) minutes for their campaign speech.
- Candidates for Vice President of Media will not deliver a speech.



CAMPAIGN BOOTHS

During the State Business Leadership Conference, candidates for **State President**, **Executive VP** and **Region Vice President** must hold an approved, quality campaign booth open to all Oregon FBLA members. Candidates for Vice President of Media will not host a campaign booth.

1. Campaign booths must be set up during the time indicated in the State Business Leadership Conference schedule. Campaign booths are provided so that candidates can answer individual delegate questions. Booths must also be torn down, and the site cleaned of all trash by the time indicated in the schedule. Failure to adhere to these posted times may result in disqualification. A six-foot table and chair will be provided for each campaign booth. No electrical outlets will be available.
2. Small music players are allowed while at campaign booths only, but must be kept to a reasonable volume. Candidates wishing to show a slideshow or other media elements at their booth must contain the media to their table and surrounding area. No electricity will be provided by Oregon FBLA and candidates are not allowed to use hotel power for their campaign booths (battery power is acceptable). Candidates must keep all campaign materials contained to their table and surrounding booth area. Campaign materials and activities that are outside the immediate booth area, or that impedes another candidate's booth, will be asked to be removed by the State Adviser. Remember your fellow members are also testing and competing in their events at the same time you are campaigning. Be respectful at all times.

FINAL INTERVIEWS (Appointed Candidates)

Candidates for **Vice President of Media** will participate in a final interview during the State Business Leadership Conference at the time determined in the conference schedule. Candidates are encouraged to bring a brochure, handout, media samples, or other campaign materials to share with the interview committee.



NATIONAL OFFICER REQUIREMENTS (Executive Vice President Candidates)

Candidates for **Executive Vice President** are required to upload additional materials corresponding to their anticipated National Officer Campaign. The national officer guide can be found at <http://www.fbla-pbl.org/fbla/officers/candidates/>.

All forms and materials noted below should be compiled into one PDF document and submitted online at the time of application.

- Draft Campaign Speech
- Proposed booth design and handout items
- Draft Campaign Platform and Logo
- Draft rack card/brochure

CANDIDATE PORTFOLIO (Vice President of Media Candidates)

Candidates for **Vice President of Media** are required to prepare a portfolio to be turned in during the Candidate Briefing Session at the State Business Leadership Conference. The portfolio will be provided to the interview panel for review and consideration. Portfolios will be returned, but must be picked up at the end of the Annual Business Meeting.

The Vice President of Media Candidate Portfolio must include the following items:

- Three (3) sample Twitter posts for Oregon FBLA
- Three (3) sample Facebook posts for Oregon FBLA
- Five (5) sample graphics or photos promoting Oregon FBLA
- Examples of experience with photography and photo editing, filming and video editing, layout and graphic design, document layout, organizational social media use, etc.

Other items may be included at the candidate's discretion, including:

- Personal biography
- Resume including qualifications for office
- Letters of recommendations from the chapter adviser, school officials, business individuals, etc.
- Showcase of personal accomplishments and qualifications for office

Vice President of Media Candidates are encouraged to use their creativity when putting together their portfolio to adequately reflect their unique skills, talents, accomplishments, and work samples. A typical portfolio is presented in a three-ring binder with page protectors. The portfolio can be bound/compiled as the candidate sees fit.



OTHER CAMPAIGN REGULATIONS

The following campaign regulations must be observed by all candidates:

1. On-site campaigning by candidates, or their representatives, may not begin until immediately following the State Officer Candidate Briefing Session. This includes public discussions of your campaign and passing out campaign materials. Campaigning may continue until the start of the Annual Business Meeting. No campaigning is allowed prior to the State Business Leadership Conference including, but not limited to, use of mail, email, websites, messaging platforms, or social media. In short, no campaigning of any form or substance is allowed prior to the close of the State Officer Candidate Briefing Session.
2. Posting or display of campaign posters, signs, or any other advertisements is only allowed in the designated campaign booth area during the allotted time for campaign booths. Campaign posters, signs, and all forms of campaign advertisements may not be posted or displayed in hotel lobbies, hallways, common areas, etc. Buttons or other items worn and/or carried by individuals are allowed outside the campaign booth area, but they may not be posted, attached, or otherwise displayed outside the campaign area.
3. Campaign materials may not be attached to hotel walls in the campaign booth area (or anywhere else in the hotel). You are encouraged to bring your own easel for displaying information in the campaign booth area; Oregon FBLA will not provide them. The hotel will charge you a fee to use one of theirs.
4. The local adviser must approve all campaign materials prior to purchase. In addition, the local adviser must approve all campaign themes, printed materials, the campaign booth, and the candidate's speech to ensure good taste, appropriateness, and professionalism.
5. Campaigning should concentrate on talking with members and sharing your campaign ideas and goals. Candidates must maintain a professional image and demeanor at all times. Candidates and all individuals associated with the campaign must follow the FBLA Dress Code while involved in campaign activities.
6. No campaigning of any kind is allowed during the curfew hours which start at the time listed in the State Business Leadership Conference schedule and lasts until 6:00 a.m. of the following morning.



ELECTION PROCEDURES:

1. All qualified candidates for state office must attend an State Officer Candidate Briefing Session before the conference Opening Session. Candidates not attending the meeting may be disqualified.
2. All voting delegates MUST BE IN BUSINESS ATTIRE and must be seated in their designated areas by the start of the Annual Business Meeting. All voting delegates MUST be wearing a voting delegate ribbon. Voting delegates not seated when the Annual Business Meeting begins will not be allowed to cast a vote; no exceptions.
3. Voting delegates are apportioned to each chapter as specified in the Oregon FBLA Bylaws. One individual must be present for each vote cast.
4. Chapter advisers or persons acting in a chapter adviser capacity will not be allowed to participate during the election; however, they are encouraged to observe the election from the back of the room.
5. A secret ballot vote will be taken via online election software. The electronic ballot will contain the names of each candidate and the position they are running for. Delegates will only be allowed to cast a vote for candidates seeking the office of President, Executive VP and their respective Region Vice President (they cannot vote for candidates for Region Vice President in other regions apart from their own). If only one candidate is running, delegates may choose the abstention vote if they do not want to vote for the candidate. There will NOT be a “no” vote option on the electronic ballot. Abstentions will not be counted in the total votes cast.
6. A candidate must receive a simple majority of the votes cast to be declared the winner. If a candidate does not receive a majority of votes cast on the first ballot, then a run-off election will be held between the two (2) candidates receiving the highest number of votes.
7. In case of a run-off election, delegates will have two (2) minutes to discuss voting qualifications with their chapter members, members or delegates of other chapters, or contact candidates. Delegates have one (1) minute to return to their seats as directed by the presiding officer.
8. Newly elected state officers will be announced at the end of the Annual Business Meeting and installed during the Awards of Excellence Session at the State Business Leadership Conference. New officers will go immediately from the Annual Business Meeting into a training session.

CAMPAIGN SUGGESTIONS:

It is never too early to start planning! Make sure you schedule specific tasks that need to be done 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 campaign materials will be finished before the date of campaigning, and there will not be a mad rush at the last minute.

Campaigning is what you make of it. Campaign as if you are running against the ideal candidate and give the members your best effort!



- Read thoroughly the Oregon FBLA State Officer Candidate Guide to be clear on the campaign regulations and what the duty of each office entails.
- Have a theme that will be easy to build ideas on and which will have a positive, memorable effect on the delegates.
- Integrate the campaign theme throughout the campaign speech.
- Develop a fact sheet or brochure to state the candidate's qualities, ideas, and goals.
- Make posters or other means of catching attention.
- Have the candidate visible and prepared to talk to people and answer questions.
- Have candidates' local chapter members visible at the campaign table to show their support.
- Choose a dependable person from your chapter to serve as your campaign manager. Select a committee to organize your campaign and your campaign table.
- Develop a campaign budget and stick to it.
- Practice your campaign speech in front of others. Have it memorized!
- Keep the campaign area clean during your campaign. Failure to pick up all campaign items will result in possible disqualification or closing of campaign tables.
- Develop a list of questions you might be asked, write down your answers and practice your responses. Consider holding a mock Q&A with your chapter to prepare for the live session in front of hundreds of members at the State Business Leadership Conference.
- Contact current state officers to learn about what being a state officer is all about, what the state priorities are, and how to best prepare to be successful as an officer.



- Review the Oregon FBLA and National FBLA website in order to increase your knowledge of programs and information.
- Remember, no electricity will be supplied for booths. Batteries must power any equipment.
- Get your school and community involved in the campaign. Secure donations, giveaways, and items to use in your campaign.
- Be an awesome local chapter member, participate in state and national projects, and attend events to learn everything about FBLA!

JOB DESCRIPTIONS

ALL OFFICERS:

1. To plan a Program of Work as a team, and work to achieve the goals and objectives set forth in the Program of Work.
2. To attend all State Officer meetings and activities from start to finish as outlined in the Candidate Contract (Appendix D) and all monthly virtual meetings conducted via video call. Missing meetings can result in service as an officer being terminated.
4. To contribute articles to Oregon FBLA website as well as social media content for Twitter, Facebook, Instagram, YouTube, and other outlets.
5. Communicate with the President, State Officer Coach, State Adviser, and other appropriate parties on a regular basis. Respond in a timely manner to all emails, messages, voicemails, and notifications within 24 hours. Get all official correspondence approved by State Adviser or State Officer Coach before sending to advisers, business leaders, potential sponsors, board members, etc.
6. Read the State Officer Handbook (provided once elected), submit required forms by the deadline provided when distributed, and abide by policies and procedures outlined in the handbook.
7. Complete assignments listed in the Program of Work (to be developed with team once elected) as well as any additional state officer assignments received during the year.
8. Submit all assignments on time and ensure that all state officer assignments submitted represent your very best work.
9. Be an exemplary member of Oregon FBLA at all times by abiding by the Code of Conduct, Dress Code, and officer standards outlined in the State Officer Handbook.
10. Submit a monthly report (fifth of the month report) about local, region, and state FBLA activities participated in (one per month and submitted no later than the fifth of each month)
11. Prepare transition materials to be shared with your successor at the close of your term in office.
12. Conduct chapter visits and work with assigned chapters to assist with growth and development of the FBLA program





13. Participate actively and fully as a local chapter member. It is not recommended that state officers also serve as local chapter officers, but they may with approval from the local chapter adviser. State Officers are also chapter members and accountable to their chapter adviser for fulfillment of their chapter duties, abiding by chapter policies, and participating fully in chapter activities. State Officers **MUST** work closely with their chapter adviser on all State Officer assignments and keep their chapter adviser informed of their State Officer activities, assignments, and upcoming meetings. It is expected that all state officers are dues paid members of FBLA by October 20.

STATE PRESIDENT:

1. To provide the communication link between the State Officer Team and other Oregon FBLA leadership.
2. To lead the State Officer Team in setting and meeting all goals listed in the Program of Work.
3. To coordinate the State Officer Team and help conduct all State Officer meetings.
4. To encourage State Officer Team to meet assigned deadlines by checking in prior to deadlines, sending reminders to teammates, and offering to assist in completion of assigned tasks.
5. To combine individual monthly officer reports into a team monthly summary report for the Board of Trustees, State Adviser, State Officer Coach, State Officer Team, and Executive (National) Officer Team.
6. To ensure the officer team works closely together and promote camaraderie and team unity.
7. To initiate and maintain communications with the National Officer Team.
8. To prepare a year-end report of all your activities during your term in office.
9. To represent the high school division members at all Oregon FBLA Board of Adviser and Board of Trustee meetings.
10. To develop and carry out additional duties and responsibilities as designated in the state officer Program of Work.
11. Meet weekly with the Officer Coach to ensure the officer team is meeting the goals of the Program of Work.
12. Serve as a member of the Board of Trustees and Board of Advisers.



EXECUTIVE VICE PRESIDENT:

1. Once elected, to present the following for final approval/review to the Executive Director, State Adviser, and State Officer Coach: campaign planning, campaign timeline, organization, materials, budget, platform, booth design, speech, Q&A practice, etc. The candidate **MUST** work with the State Officer Coach on all elements of their campaign including submitting all campaign materials, national officer application, campaign plans, documents, speech, platform, etc., to State Officer Coach for review and approval prior to finalizing, submitting, or printing.
2. If elected to national office, to make all national officer duties the top priority; duties for the State Officer Team may be purposefully vague. While they will receive a reduced load in recognition of their national officer duties, the Executive Vice President will still be expected to participate in State Officer Team activities, all meetings, and State Officer assignments.
3. If elected to national office, to carbon-copy the State Adviser and State Officer Coach on all official FBLA communication and correspondence in fulfillment of both state and national officer duties. To keep the State Adviser and State Officer Coach apprised of national officer assignments and progress towards completion of those assignments.
4. If not elected to national office, to assist the State President and Regional Vice Presidents in fulfilling the State Officer Team's Program of Work.
5. To help in planning all state meetings.
6. To assist with the communication between Oregon FBLA and its sponsors, partners, and volunteers.
7. To develop and carry out additional duties and responsibilities as designated in the state officer Program of Work.

VICE PRESIDENT OF MEDIA:

1. To serve as the primary communications, marketing, and public relations person for Oregon FBLA.
2. To oversee Oregon FBLA's social media channels, including, but not limited to: Facebook, Twitter, Instagram, Snapchat, and YouTube to promote and publicize Oregon FBLA programs, events, conferences, and activities including daily postings.
3. To take and edit digital photos of Oregon FBLA events and activities to be used online and in state publications.
4. To have personal and/or school resources that provide access to a digital camera, digital video camera, and editing software that can be taken to state and chapter events.



5. To create promotional flyers and information guides to support the State Officer and Oregon FBLA programs and initiatives.
6. To create promotional videos for Oregon FBLA during term in office.
7. To send articles on state activities to be published in *Tomorrow's Business Leader*.
8. To perform other duties for the promotion and development of local, regional, state, and national FBLA.
9. To develop and carry out additional duties and responsibilities as designated in the state officer Program of Work.

REGIONAL VICE PRESIDENTS:

1. To assist region coordinators with the Region Skills Conference. Region Vice Presidents should help with award ceremonies and workshop planning as requested. All location, registration and competitive event planning and implementation are the responsibility of the region coordinators.
2. To initiate and maintain contact with officers in chapters within your region.
3. Communicate with the state association on regional and local chapter activities and act as a liaison between the state association and chapters within the region.
4. To aid local chapters in developing their Program of Work as requested.
5. To actively recruit new Oregon FBLA members and chapters.
6. To solicit state officer candidates for all positions from chapters in your region.
7. Promote Oregon FBLA to business and industry within the region.
8. Assist, as needed and requested, the Region Conference Coordinators with the planning of Region Skills Conferences.
9. To develop and carry out additional duties and responsibilities as designated in the state officer Program of Work.



STATE OFFICER CANDIDATE FORMS

The forms on the following pages must be submitted for a candidate's application to be complete. Any missing forms may result in the disqualification of the candidate. Please ensure all requested information is provided and that each form is complete and contains all requested signatures. A confirmation email will be sent once all forms have been received. All forms must be scanned and uploaded at the time of online application.

ONLINE APPLICATION MATERIALS

- State Officer Candidate Application Cover (Appendix A)
- State Officer Candidate Recommendation Form (Appendix B)
- State Officer Candidate Contract (Appendix C)
Approval and support by all parties concerned for the candidate's commitment to office.
- FBLA Code of Conduct (Appendix D)
- Code of Conduct Disciplinary Regulations (Appendix E)
- Emergency Medical Treatment Authorization Form (Appendix F)
- Academic Unofficial Transcript (Most recently updated)
- "Future Level" Business Achievement Awards (BAA) Form
Or other proof that candidate has completed the "Future Level" of the Business Achievement Award Program.
- State Officer Candidate Commercial
- National Officer Candidate Requirements (*Executive Vice President Candidates Only*)

STATE OFFICER CANDIDATE APPLICATION DEADLINE

All applicants must meet this deadline, no exceptions.

MARCH 2, 2020

All materials submitted online by 5:00 P.M.



CANDIDATE APPLICATION COVER



PLEASE PRINT IN ALL CAPS TO ENSURE ALL DATA CAN BE EASILY READ

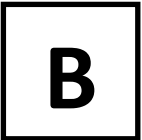
| | | |
|--|--------------|---------------------------|
| Student Name (First and Last Name): | | Year in School: |
| Parent/Guardian's (First and Last Name): | | Parent/Guardian's Cell #: |
| Parent/Guardian's (First and Last Name): | | Parent/Guardian's Cell #: |
| Home Address: | | Student Date of Birth: |
| Parent/Guardian's Email Address: | | Home Phone #: |
| Student's Email Address: | | Student Cell #: |
| Adviser Name: | School Name: | |
| School Address: | | |
| School Phone: | School Fax: | |

Office Seeking (*Select below*):

- State President
- Executive Vice President
- Vice President of Media
- Region Vice President (Please indicate region name) _____



CANDIDATE RECOMMENDATION FORM



Candidate Name: _____

Office Seeking (*Select below*):

- State President
- Executive Vice President
- Vice President of Media
- Region Vice President (Please indicate region name) _____

As the Chapter Adviser, I am willing to support this candidate through the election process. I will take on the responsibility of reviewing and approving all campaign materials to ensure they are of appropriate and suitable nature.

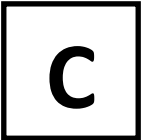
Your signatures verify that you have approved the above candidate to run for an Oregon FBLA State Office; and if they are elected, you will support and assist them with their responsibilities throughout their term in office.

Adviser Name: _____

Adviser Signature: _____



CANDIDATE CONTRACT



Candidate Name: _____

PURPOSE:

Becoming an Oregon FBLA State Officer requires a commitment on the part of all parties concerned. To make that commitment, each party must understand their responsibility to this leadership training experience. In order 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 mandatory and that failure to attend any of these meetings will result in their removal from office, with the exception of emergencies/unsafe traveling conditions. They should also understand that they may be removed from office if, in the opinion of the State Management Team, they fail to comply with State Officer responsibilities/assignments or participate in activities/conduct, which would reflect negatively on Oregon FBLA or the State Officer Team.

IF ELECTED, THE CANDIDATE AGREES TO:

Please initial next to each item below.

- _____ Perform to the best of his/her ability the duties of the elected office. (Review the State Officer Job Description section of this packet for a partial listing.)
- _____ Maintain a GPA of 2.50 or better based on a 4.0 scale during their term of office and be willing to provide supporting documentation when requested by State Staff.
- _____ Fully participate in the development and execution of a state Program of Work (goals and objectives). All State Officers will be required to accept assignments for project work, chapter visitations, etc. State Officers are required to submit a written report of activities each month.
- _____ Attend and participate in all meetings (including, but not limited to, state officer meetings, state officer trainings, regional and state 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, State Officer Coach, or the State Adviser, I fail to fulfill my responsibilities and obligations of office, and/or I violate the Oregon FBLA Code of Conduct, I can be removed from office. Should I fail to complete the duties of my office, I will be liable to return to FBLA the amount expended for my participation during my term in office."



Agree to authorize Oregon FBLA to use the student's name and likeness (including photographs, video footage, silhouettes, and audio clips) in Oregon FBLA's publications, productions, social media and their website for informational, promotional, and other related purposes.

Participate in ALL activities scheduled by the Executive Director or State Officer Coaches of the Oregon State Chapter of FBLA. Required scheduled activities include the following:

REQUIRED EVENTS

| | |
|-----------------------|--|
| May 14-18, 2020 | Oregon CTSO Welcome Retreat (<i>Portland, OR</i>) |
| June 27-July 2, 2019 | National Leadership Conference (NLC) (<i>Salt Lake City, UT</i>) <i>Optional, but very strongly encouraged; some financial support is provided.</i> |
| September 11-13, 2020 | Oregon CTSO Summer Leadership Retreat (<i>Location TBD</i>) |
| October 30-November 2 | Lifestyle of Leadership Conference <i>Sunriver, OR (Tentative)</i> |
| January 21-24, 2021 | Oregon CTSO Winter Leadership Retreat (<i>Location TBD</i>) |
| January/February 2021 | Regional Skills Conferences (<i>Various</i>) <i>Region Vice Presidents are required to attend their Regional Skills Conference, but are not in charge of running the conference. Officers may attend up to two regional skills conferences. Fees for this conference are the responsibility of the officer/chapter.</i> |
| April 6-10, 2021 | State Business Leadership Conference (<i>Portland, OR</i>) |

ADDITIONAL EVENTS

- The State President is required to attend the Oregon FBLA Board of Adviser Meetings and the Board of Trustees Meetings to be held in May, August, and December and weekly meetings with the officer coach.
- All State Officers are required to attend virtual team meetings
- Other events and activities may be determined in the State Officer Program of Work

Please Note:

Every effort is made to schedule so that conflicts do not occur. However, often the dates that are chosen conflict with other local school and personal activities such as proms or playoff games. If you choose to be a State Officer, you will be required to attend all the scheduled State Officer activities no matter what other conflicts arise. If you are not willing to put FBLA activities ahead of local and personal activities (not including school, family, and religious obligations), please do not apply to be a State Officer.

Attention Advisers, Parents, School Officials, and Employers:

The preceding Oregon FBLA schedule of required meetings will result in the student missing over 15 school days plus additional days of weekend and vacation time. All expenses for required activities will be reimbursed as the budget permits by the state association. Non-required activities may be partially reimbursed upon approval of the State Executive Director and Board of Trustees.



THE PARENTS/GUARDIANS AGREE TO:

Please initial next to each item below.

- _____ Permit the candidate to participate in all scheduled Oregon Chapter of FBLA activities, State Officer meetings, chapter visits, and other official officer duties (please read the candidate agreement above).
- _____ Encourage the candidate to take full benefit of the leadership development experience.
- _____ Agree to be responsible for providing/coordinating safe transportation of their officer to and from all State Officer meetings, state conferences, and state sponsored events which their officer is required to attend. (Permission travel forms are required and must be signed by the parent/guardian for each meeting, conference, and event). Required meetings, conferences, and events will be held in various locations throughout the State of Oregon during the year so significant travel will be required.
- _____ Support the student fully in his or her pursuit of scholastic achievement.
- _____ Parents/Guardians understand that it is possible for their student to be removed from office at any time if the student violates the provisions of the State Officer Handbook or acts or conducts themselves in any way that is harmful/detrimental to the State Officer Program or Oregon FBLA (each student will receive a copy of the State Officer Handbook after they are elected to office and parents/guardians will be asked to sign a document(s) from the Handbook indicating that they have read and agree to abide by the provisions of the State Officer Handbook).
- _____ Authorize the release of scores received for the Officer Candidate Interview to the members and advisers of FBLA.
- _____ Agree to authorize Oregon FBLA to use the student's name and likeness (including photographs, video footage, silhouettes, and audio clips) in Oregon FBLA's publications, productions, social media, and their website for informational, promotional, and other related purposes.
- _____ If the student is elected, permit, and in the case of parents, authorize the student to visit Oregon schools and participate in Oregon FBLA chapter activities for the purpose of conducting official FBLA State Officer business.
- _____ Attend any scheduled Oregon FBLA activities when they so desire.



THE ADVISER AND SCHOOL OFFICIALS AGREE TO:

Please initial next to each item below.

- _____ Recommend the student as one who is able to fully participate as a State Officer (e.g., there are no academic restrictions that would prevent them from being able to fulfill their officer duties like restrictions on participation in extra-curricular activities, travel, etc.).
- _____ Host meetings of the State Officers upon request of the State Executive Director/State Adviser.
- _____ Ensure the candidate's attendance at all Oregon FBLA activities.
(Please read the candidate agreement on previous page).
- _____ Read the Candidate Contract and Code of Conduct and discuss its implications with the student.
- _____ Actively support and advise the officer during the performance of their official duties.
- _____ Permit the candidate to visit Oregon schools and participate in FBLA chapter activities for the purpose of conducting official FBLA State Officer business.
- _____ Certify that the candidate has earned a GPA of 2.50 (4.0 base) or greater for the term preceding the election, and that officer maintains this during their term of office.



CANDIDATE CONTRACT SIGNATURES:

Note: This Candidate Agreement is four (5) pages in length.

Candidate Name _____

Please include signatures from each of the following:

Candidate _____ Date: _____

Chapter Adviser _____ Date: _____

Parent/Guardian _____ Date: _____

High School Principal _____ Date: _____

High School Guidance Counselor _____ Date: _____

Please include signatures from each of the following, if applicable:

Fall Athletic Coach _____ Date: _____

Winter Athletic Coach _____ Date: _____

Spring Athletic Coach _____ Date: _____

Summer Athletic Coach _____ Date: _____

Employer _____ Date: _____

Employer _____ Date: _____

Note: If the candidate changes schools, jobs, and/or sports at any time during their state officer year and signatures above are not complete or current; this document must be signed again and resent to Oregon FBLA.



CODE OF CONDUCT AGREEMENT

This Code of Conduct is applicable throughout the officer's term of office for all FBLA events, activities, meetings, and conferences.

D

FBLA, as an integral part of the Business Education programs in Oregon, offers training to students with career objectives in business and office occupations. Because individual conduct and appearance is a phase of this training, it becomes the responsibility of all delegates to conduct themselves in a proper, businesslike manner at all times from the time they leave home until they return home.

Attendance at any FBLA sponsored conference or activity is a special privilege. Knowing that any organization is judged largely by the behavior of its individual participants, the following Code of Conduct is to be subscribed to by members, guests, and advisers who attend any FBLA conference or sponsored activity:

- All chapter members attending the FBLA Leadership Conferences are required to attend all sessions of the conferences, unless previously arranged by chapter advisers according to District policy.
- All persons shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, their home, their friends, the conference, or upon the FBLA organization.
- Attendants are guests using the facilities; special care should be taken to not deface or destroy any property. Individuals who inflict damage to the hotel rooms or the building will be held liable for any costs incurred for repair.
- Dress regulations established for the conference shall be business attire. Conservative sportswear will be appropriate in specifically designed situations. Delegates shall abide by the dress code established by the Oregon and National Board of Directors for all state functions. Delegates not adhering to the dress code shall not be admitted to the functions listed above. Read conference packets for specific instructions.
- Curfew regulations shall be interpreted to mean that each person shall be in his/her hotel room by the published curfew. Each delegate shall remain in his/her room until 6:00 a.m. the next morning. No chapter activities will occur after curfew. It is the responsibility of advisers to enforce curfew with the assistance of security personnel; regardless of the number of delegates a chapter brings to a conference, it is imperative that each adviser personally supervise hotel hallways for the first ½ hour after curfew.
- Student delegates shall: 1) keep their adult advisers informed of the specific activities and whereabouts at all times; 2) not use their own cars or ride in cars belonging to others during the conference, unless otherwise approved by the local district adviser; 3) not engage in dating or other activities with non-conference students except if pre-approved by school; 4) not participate in inappropriate, lewd behavior or any sexual activities; 5) leave room door wide open and/or have Adviser/Chaperone present when meeting with members of the opposite sex in the same room; 6) not partake in hazing activities.
- No alcoholic beverages, illegal drugs, or tobacco in any form shall be possessed or used at any time or under any circumstances on public or private properties. Use or possession of such substances may subject the student delegate to criminal prosecution.
- School district policy shall be in effect for adviser/adult ratio during all Oregon FBLA activities. If a district does not have a policy, a ratio of 10 students to 1 adviser/adult will be in effect.
- Identification badges are to be worn at all times throughout the conference. For security reasons, delegates should not wear name badges while away from the conference facilities and functions.
- Student delegates are not permitted to leave conference facilities without the approval of their adviser.



- Advisers are responsible for taking all reasonable precautions to ensure the safety of their student delegates at all FBLA functions and must be readily available in case of an emergency.
- Delegates shall respect and abide by the authority vested in the Oregon Board of Trustees.
- No adviser should accept responsibility for a student delegate from another school without a written agreement between the administrations of the two schools. That agreement should be attached to the registration forms. No student delegates will be accepted without an adviser listed or a written agreement attached.
- Adult student delegates shall abide by the rules and regulations for a minor student delegate.
- Serious misconduct shall be reported to the adviser, principal, parents, and, if necessary, the proper authorities. Any further disciplinary action will be determined by board action and may result in up to one calendar year of ineligibility.
- Advisers are responsible for the supervision of conduct. Student delegates who disregard the Code of Conduct will be subject to disciplinary action, and may be sent home at their own expense and will be disqualified from competitive awards or withdrawn from office, if applicable. Parents and/or school district officials will be notified.
- It is agreed that, upon violation of the Code of Conduct, the violators may be asked to vacate their hotel rooms and withdraw from the conference activities by the proper FBLA authorities.

Advisers are responsible for the supervision of delegate conduct. The delegate’s adviser and Oregon FBLA Senior Director shall first discuss serious Oregon FBLA Code of Conduct violations. Delegate’s parents, school principal, and, if necessary, the proper authorities will then be notified.

Student delegates who are guilty of misconduct will be subject to disciplinary action; a delegate may be: 1) asked to vacate his/her hotel room immediately and sent home independently from other chapter delegation members resulting in additional travel expenses to the delegate and the delegate’s parents; 2) disqualified from competitive awards; and 3) if applicable, removed from office. Anyone being in the willful companionship of another person violating the FBLA Code of Conduct will also be subject to disciplinary action.

Upon a violation occurring, parents/guardians will be notified that their child is being sent home. It is understood that parents will be available to pick up their child and/or willing to pay additional travel expenses incurred by their child from the hotel to the bus station and/or airport (example: taxi), extra bus fare and/or airfare required to travel home, and transportation charges from the bus station and/or airport terminal to their home. Parents, if necessary, will be liable for adviser expenditures resulting from accompanying their child to his/her departure location. Any further disciplinary action will be determined by the Oregon FBLA Board of Advisers and may result in up to one calendar year of ineligibility.

Student Name _____

Student Signature _____ Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Home Phone _____

Parent/Guardian Cell Phone _____

Parent/Guardian Work Phone _____

Some final round events could be filmed and distributed to other schools for educational purposes. In addition, photos of your child could be taken and displayed. If you do not want your child filmed or photographed, please check this box.

CODE OF CONDUCT DISCIPLINARY REGULATIONS

Violation of the Code of Conduct is a serious matter. Members can and should be sent home or disqualified from competition if they break the contract. If an adviser is aware of any violation of the Code of Conduct, they must enforce the consequences and inform the Senior Director or designee representative, i.e., security coordinator. Advisers are responsible for disciplining member in accordance with the deed or using the guidelines below for major infractions.

1. USE OR POSSESSION OF DRUGS/ALCOHOL

Adviser:

- a. Student sent home. Please note: A student who is present when drugs/alcohol are being used is subject to the same consequence
- b. Adviser will notify parent and school administration of action
- c. Adviser to take any additional action recommended by school administrator
- d. Notify Senior Director of actions taken and any instructions given by authorities

Executive Director and State Adviser in conjunction with the Board of Trustee Chair:

- a. Disqualification from conference and/or award
- b. Chapter is subject to disqualification from "Chapter of the Year" if applicable

2. CURFEW

Adviser:

- a. Your students are expected to be in their own rooms at curfew. Please note: Any student(s) caught in the halls after state curfew may be disqualified and sent home

Executive Director and State Adviser in conjunction with the Board of Trustee Chair:

- a. Depending on circumstances student(s) in violation of the stated curfew may be sent home
- b. The student may be disqualified from the previous day's events
- c. The chapter may be subject to disqualification from "Chapter of the Year" if applicable

3. STEALING/SHOPLIFTING

Adviser:

- a. Student(s) sent home
- b. Adviser will notify parent and school administration of action
- c. Adviser to take any additional action recommended by school administrator
- d. Notify Senior Director of action taken and any instructions given by authorities

Executive Director and State Adviser in conjunction with the Board of Trustee Chair:

- a. Disqualification from conference and/or award
- b. Chapter is subject to disqualification from "Chapter of the Year" if applicable



4. VANDALISM (including pulling fire alarms and throwing anything out of the windows)

Adviser:

- a. Student who intentionally vandalizes is sent home
- b. Adviser will notify parent and school administration of action
- c. Adviser to take any additional action recommended by school administrator
- d. Notify Senior Director of actions taken and any instructions given by authorities

Executive Director and State Adviser in conjunction with the Board of Trustee Chair:

- a. Disqualification from conference and/or award
- b. Chapter is subject to disqualification from “Chapter of the Year” if applicable

5. CHEATING

Adviser:

If an adviser has direct awareness of cheating by student(s), the information is made known to the issues committee immediately

If a student is determined to be cheating the adviser will:

- a. Student(s) sent home
- b. Adviser will notify parent and school administration of action
- c. Adviser to take any additional action recommended by school administrator

Executive Director and State Adviser in conjunction with the Board of Trustee Chair:

- a. Disqualification from conference and/or award
- b. Chapter is subject to disqualification from “Chapter of the Year” if applicable

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Chapter Adviser Signature: _____

Date: _____

School Official Signature: _____

Date: _____



EMERGENCY MEDICAL TREATMENT AUTHORIZATION FORM

F

| | |
|---|-----------------------|
| Name of Student: _____ | Date: _____ |
| Home Address: _____ | Home Phone: _____ |
| Parent/Guardian Daytime Phone Number: _____ | Evening Number: _____ |
| Name of High School: _____ | School Phone: _____ |
| Name of Activity: All Official FBLA Activities—April 2020 – April 2021 | |
| Adviser(s) in Charge: _____ | |

This is to certify that the above named student has my permission to attend all Oregon FBLA sponsored activities for the 2019-2020 School Year. I also do hereby, on the behalf of the above named delegate absolve and release Oregon FBLA, the school officials, the FBLA chapter advisers, conference staff, and Oregon FBLA staff from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the FBLA sponsored activity.

I authorize the above named adviser or the Oregon FBLA staff to secure the services of a doctor or hospital for the above named delegate. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs. I also understand that the chapter adviser determines the criteria at the local site, for individual students and alumni to attend and participate at all FBLA activities.

We have read and agree to abide by the supplied Oregon FBLA Conduct Code. Should a Conduct Code violation occur, law enforcement personnel and/or security may be called to assist, and a Conduct Code Committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their family's expense and/or be removed from office if in an officer status. If the delegate is sent home, reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

| | |
|---|----------------------|
| 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, and/or <input type="checkbox"/> Epilepsy _____ | |
| 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: _____ |