

Colorado Future Business Leaders of America

State Officer Handbook

2023-2024



Introduction

This handbook has been developed for YOU, the person who wishes to run for a state office. Each section is designed to help you better understand the procedures and the duties of each office.

You are welcome at any time to contact the State Adviser or the State Officer Team Adviser(s) if any questions should arise that this packet may not answer. GOOD LUCK!

Being a FBLA state or national officer undeniably involves a great deal of hard work. It is also a challenge that brings many opportunities for learning, experiencing, and growing. A mixture of conferences, speeches, assignments, and deadlines are just a few of the things that an officer will experience. The officer can also expect to meet new friends and people within the FBLA organization.

Anyone willing to accept the challenge and responsibility of the officer duties is encouraged to run for an office. It may sound scary, but the rewards definitely outweigh the workload. Anyone can be a good officer if they only reach far enough for the challenge, because the goal is already with you.

Table of Contents

Introduction	1
Table of Contents.....	2
Chapter 1: Running for State Office.....	5
Get Ready!	5
Get Set!	5
Qualifications	5
Selection Process	6
Go!	8
A Final Note.....	8
Chapter 2: If Elected as a State Officer	9
Planning	9
Public Relations.....	9
General Responsibilities and Conduct	9
State Officer Meetings.....	10
Duties of State Officers	10
Duties of the State President.....	10
Duties of the National Officer Candidate/Executive Vice President	11
Duties of the State Officers Representing the Districts.....	11
Duties of the State Vice President of Service	11
Duties of the State Vice President of Education.....	11
Duties of the Vice President of Progress	12
E-mail and Files	12
Supplies and Materials.....	12
Code of Conduct/Code of Ethics.....	12
Sanctions.....	13
Relationships.....	13
School Administrators.....	14
State Staff.....	14
Family.....	14
Friends	14
Chapter 3: State Officer Meetings	15
Other Meetings.....	15
State Leadership Conference Tips	15
State Staff Responsibilities	15
Chapter 4: Travel and Expenses.....	17
Travel Authorization	17

Insurance	17
Additional Tips for State Officer Travel:	17
Hotel Sense	18
Travel Reimbursement Policies	18
State Officer Reimbursement	18
Expenses Covered by the Officer	19
Reimbursement Instructions	19
Chapter 5: Public Relations & Networking	20
Public Relations Basics	20
Telling the Story	20
Attending Meetings	20
Before Attending a Meeting	20
Networking	20
State Meetings of Other Organizations	21
District and Chapter Meetings	21
Request for State Officer Form	21
Participation.....	21
What to Tell Others.....	21
Chapter 6: State Officer Chapter Advisers	22
Before Running for Office... ..	22
Deciding to Run for a State Office	22
Expectations as a State Officer Chapter Adviser	22
After a Candidate’s Application is Submitted	22
If Your Officer is Elected	22
Roles & Responsibilities	23
Meetings	23
Travel Reimbursement Policies	23
General Adviser Information	23
Chapter 7: State Officer Candidate and State Officer Forms.....	25
Colorado FBLA State Officer Candidate Agreement	26
Colorado FBLA Operating Policies and Procedures and Code of Conduct	27
Sanctions.....	29
Colorado FBLA Photo Release Form	30
Officer Information Form.....	31
State Officer Social Media Agreement.....	33
iPad Use Contract	34
Travel Authorization, Notification, and Confirmation Form for State Officers	36
Suggested State Officer Travel Checklist	37

Colorado FBLA State Officer Yearly Report Form 39
Transportation Form..... 40
W-9..... 41
Travel Reimbursement Form 41
State Officer Reimbursement Form..... 41



Chapter 1: Running for State Office

Congratulations on pursuing the challenge of running for state office! Being a state officer candidate is an accomplishment in itself and a fantastic opportunity to learn, make new friends, and strengthen your communication and leadership skills. Remember, whether you are elected or not, you've accomplished a great deal. Be yourself and do your very best. If you feel good about what you've done, that's success that can't be measured by titles, ribbons, or plaques!

Get Ready!

Before you jump in with both feet, there are a few things you need to consider. Being a state officer involves a tremendous time commitment and responsibility to the organization. As a state officer, you will have responsibility for more than 6,000 other members of the organization. FBLA must be your top priority for an entire year. There will be times when other activities and interests may conflict with FBLA, and you will have to miss that special game or important performance. It is sometimes a sacrifice, but if you ask any past state officer, they will agree that the benefits overshadow the sacrifices tenfold. Just keep in mind when evaluating your commitments for the coming year that FBLA must be your first priority.

- Read as much about FBLA as possible, including this entire document. Another important resource to review is information published on www.coloradofbla.org.
- Contact past state officers and candidates for ideas, helpful hints, and words of wisdom to help you become more relaxed and prepared for the responsibilities ahead.
- Before the election process, sit down with your school administrators, chapter adviser, and parents (as well as your coaches and/or employer) to discuss the commitments and activities of state officers. It is important to have their support from the beginning.
- Make sure you are committed. Once you begin the election process a decision to drop out or not accept an office would affect many people, including several that you do not even know yet. Be sure that you are ready for the responsibility of a state office and that all of your supporters also are committed to your success as both a candidate and an officer.
- Ask your adviser or family to help you practice thinking quickly, answering questions, and expressing your thoughts and ideas effectively.
- Check your wardrobe and grooming. A neat, professional appearance is important.
- Practice, practice, practice, and ask questions!

Get Set!

During the State Leadership Conference, you will work with other state officer candidates and the Selection Committee. Your responsibilities will be varied. As soon as you arrive to the Gaylord Rockies Resort, you'll hit the ground running! Refer to the email you will receive from the state officer adviser prior to the State Leadership Conference for additional information regarding the schedule of events and responsibilities.

Qualifications

Colorado FBLA State Officers shall have the following qualifications:

- Each candidate must be a member in good standing in an FBLA chapter at the school in which he/she is enrolled.
- Candidates must have taken or be currently enrolled in a Colorado CTE approved business course.
- A school may have no more than (3) three candidates for an office. An unlimited number of candidates may come from a district.
- Candidates **MAY** compete in any **one** competition at the state level.
- Each candidate must have been approved by his/her local adviser and local chapter.
- Each candidate must have at least one full school year remaining in the business education program.
- Each candidate must have a minimum of a 2.5 GPA.
- Candidates must have completed one year of high school before applying.
- Each candidate must have completed one level of the BAAs.
- Each candidate for state office must submit the application by the state registration deadline.
- Each candidate for state office must hold or have held an s/elected office in his/her local chapter or a similar office in an organization on the approved list of National and State Activities released by the National Association of Secondary School Principals.

- Each officer candidate must be able to attend a mandatory state officer training the summer following installation. Candidates and their advisers must be able to attend the following mandatory meetings if selected for office: (some of the meetings are held virtually, so reliable internet access is required)

May 4	New State Officer Team and Adviser Meeting
June 5-7	FBLA State Officer Meeting
June 12-14	CTSO State Officer Training
September 6	State Officer Team and Adviser Meeting
September	CTSO Leadership Kickoff
September-October	District Officer Training
October	Colorado Fall Leadership Conferences
December 6	State Officer Team and Adviser Meeting
January / February	District Leadership Conferences
March 7	State Officer Team and Adviser Meeting
March 31-April 3	State Leadership Conference
August – April	Monthly Membership Meetings Online – once a month
Throughout the year	Committee Meetings, as assigned

State Leadership Conference takes precedence over prom/athletics or other activities. This is not negotiable!

Selection Process

Campaigning

Campaigning for state office is not allowed in Colorado FBLA.

Selection Committee

A Selection Committee will be responsible for choosing the State Officers by utilizing rubrics for the application materials and confidential discussions. There is an [online Selection Committee Application](#) for those interested.

Each district needs to select a student to serve on the Selection Committee at the State Leadership Conference; this can be done by the State Officer of that District and/or the Board Member for that District. In order to be eligible, a student:

- Must be a one-year (+) member of FBLA
- May not be from the same chapter as an officer candidate

State Officer Selection Process in Phases

Each chapter may run three (3) members for state office. State officers (President, Executive Vice President, 11 State Officers, Vice President of Service, Vice President of Progress, and Vice President of Education) are selected at the State Leadership Conference. The Executive Vice President position is reserved for a candidate running for a national office (except Parliamentarian).

It is not too early to start planning! Organization is of great importance if accurate and efficient information outlining the positive characteristics and goals of a candidate is to be available. Scheduling of specific tasks, which need to be completed is a good idea so that the ideas and plans will be accomplished in a neat and thorough manner. By having a set schedule and sticking to it, all of the materials will be finished before the date for application, and there won't be a mad rush at the last minute.

Phase 1: Application Process

Interested members will apply through the [online application process](#) for a state office by the established deadline.

- State Officer Application and Candidate Agreement Form with appropriate signatures
- **One-page** resume (without personal information beyond a name – no address, phone number or email)
- Headshot photo (doesn't have to be professionally taken, just in professional attire)

- Recommendation from the local FBLA adviser
- Unofficial transcripts
- Signed Code of Conduct Form
- A professionally-written article relating to FBLA leadership, business & industry, or business education [submitted to the Colorado FBLA Today newsletter](#). (200-300 words) Deadline date: March 3. **The article will be the candidate's FBLA story.**
- A two minute or less speech promoting FBLA uploaded to YouTube
 - A portion of the video needs to be with a plain background and dressed the part since you will be critiqued on your presentation and speaking skills
- State officers wishing to run for a state/national office a second time must obtain the approval of the state officer team adviser and the state adviser.

The candidates for office must be present at the Colorado FBLA State Leadership Conference to be eligible for official selection. All candidate applications for state officer positions will be reviewed by an appointed Selection Committee at the State Leadership Conference.

National Officer Candidates

If you are interested in running for an elected National Office (Mountain Plains VP, President, Secretary, or Treasurer), you must:

- Submit all Colorado State Officer materials.
- Participate in the Selection Process at the State Leadership Conference and be selected by the Selection Committee (top 4 of all candidates) to represent Colorado. If Colorado has more than one candidate for a national office, the Selection Committee will select one person to represent Colorado at the National Conference.
- Be approved by the Colorado State Adviser, Colorado State Officer Team Adviser, business/industry representative and other Board appointed persons through an interview at SLC.
- Understand that if selected to represent Colorado as a National Officer Candidate, you will serve as the Colorado Executive Vice President if not elected at the National level.

If you are interested in running for the earned National Office of Parliamentarian, you must:

- Submit all Colorado State Officer materials
- Pass the Parliamentary Procedure test with a 75% or better at the State Leadership Conference.
- Be approved by the Colorado State Adviser, Colorado State Officer Team Adviser, business/industry representative and other Board appointed persons through an interview at SLC.
- Colorado may submit one candidate for this position, so if multiple members score higher than 75% the member with the highest score will represent Colorado.

Phase 2: Knowledge Test

All candidates will take a 50-question test comprised of multiple choice questions regarding facts about FBLA and the information included in this State Officer Handbook. This test will be given on-site at the State Leadership Conference. Candidates will want to review all aspects of the FBLA organization including the history, organizational chart, pledge, leadership goals, competitions, national programs, and insignias; as well as the State Officer Handbook.

Phase 3: Selection Committee

State officer candidates will be sequestered together for part of the selection process and leadership activities at the State Leadership Conference.

Leadership activities for officer candidates at the State Leadership Conference will include but are not limited to the following:

- An individual interview with selection committee members
- Team building activities, group project and group presentation
- Colorado FBLA State Officer Knowledge Test
- Session rehearsals with multimedia company
- Meet the Candidate Session

Additional activities for officers will take place prior to SLC and be reviewed at SLC. These will include but are not limited to the following:

- Candidate virtual interview with the State Officer Team Adviser
- Candidate's adviser virtual interview with the State Officer Team Adviser
- Officer production materials (these will be assigned after applications have been received)

Questions That Might Be Asked of an Officer Candidate

- Why do you think you are qualified to be a (district/state/national) officer?
- What does FBLA mean to you and how has FBLA played an important part in your life?
- How are you at assuming responsibility?
- What are some of the qualities a leader must have? Do you have them? Explain.
- What is the one main purpose of FBLA?
- Describe your relationship with your Chapter Adviser, and will he or she be able to help you in completing your duties as a State Officer?
- How will you balance missing school, work, or athletics?
- What is your best asset? What is your worst trait?
- Give four adjectives that best describe you. Why?
- Describe how you will present if something important is taking place at your school and you are asked to be at a special state officers' meeting?
- What is your favorite thing to do when you have spare time?
- If you could change one thing in FBLA, what would you change?
- How can the state officers in FBLA promote the national projects?

Phase 4: Notification of Selection

Candidates will be notified of selection during the Closing Awards Session. New officers will be announced and installed during the Closing Awards Session during State Leadership Conference.

Obviously your poise, enthusiasm, and overall leadership abilities impressed the selection committee. Much work lies ahead as well as many new experiences--travel, new friends, and representing Colorado FBLA in new places. What will the result be of being a Colorado FBLA state officer--a lot of fun, invaluable experience for you, and a terrific image for FBLA.

Go!

Once a candidate is elected to an office, the following activities can be expected at the State Leadership Conference:

- getting acquainted and meeting with incoming and outgoing state officers
- working with new state officers to understand your role
- meeting with state staff
- participating in photography sessions
- rehearsing for installation

When you return home, you will want to make your accomplishments known and share your excitement with family, friends, media, school, and the community.

A Final Note

Work with your adviser to discuss what things will be like if you are elected and if you are not. Make sure you understand that being elected isn't everything! You can play a big role at the chapter, district and state levels no matter what happens. Do your best and appreciate the accomplishments you have achieved by becoming a state officer candidate, half of the experience is the process.

Chapter 2: If Elected as a State Officer

Once elected as a state officer, you must remember you have been elected by your peers to serve in Colorado FBLA's highest youth leadership position. Serving as a state officer is a tremendous responsibility and an exciting, rewarding challenge. A year of new experiences and opportunities awaits you. Your year as a state officer will include many new responsibilities.

Planning

State Officers will plan and implement their participation in the CTSO Local Officer Training, District Officer Training, Monthly Membership Meetings, Fall Leadership Conference, District Leadership Conferences and State Leadership Conference, and chapter meeting(s) as requested. State Officers can also set up visits to meet with legislators and identify other areas of special interest and input. The state officers will prepare articles for Colorado FBLA Today, posts for social media and other publications as assigned to be distributed to chapter officers, advisers, members, and/or partners.

Public Relations

State Officers may be involved in representing FBLA at selected state meetings upon request and if approved by state headquarters, meeting state legislators, making resource development visits to partners to explain our organization, and attending meetings of other youth and professional organizations.

Each state officer role offers unique opportunities and incorporates specific responsibilities to FBLA, your school, state, family, and yourself.

General Responsibilities and Conduct

State Officers have many responsibilities. These responsibilities take priority over other school and community activities. In order to honor these priorities, sacrifices sometimes have to be made, so be prepared to manage them positively.

- As a state officer, you are an extremely visible role model. Your behavior should be an example for the entire membership. It is important to be aware of this visibility at all times, not only when wearing your uniform. You reflect the image of Colorado FBLA, so dress and act appropriately. Jeans and shorts are not appropriate dress for meetings and workshops. The official uniform makes a strong and proud statement about the organization and should be worn whenever you are representing the organization.
- Communication is extremely important in order to work effectively. You are a link between the state, district, and local levels, so keeping your chapter and state advisers informed of your activities and state responsibilities is essential.
- Throughout the year, many chapter advisers and members will have questions about Competitive Events or National Programs, so be sure to familiarize yourself with all aspects of FBLA as well as be an active chapter member and help keep your chapter involved in those activities too.
- You will be incredibly busy throughout the year. In order to accomplish all tasks, it is a good idea to establish a schedule and practice good time management skills. You should be punctual and follow up with requests. Don't forget to budget time for yourself!
- You should set up a time at least once a week to meet with your chapter adviser to keep each other informed and up-to-date. You can use this time to share ideas and plan for upcoming meetings or activities or just to keep in touch.
- State Officers should set up time to meet with the school principal, superintendent, and school administrator once a month to keep them informed and up-to-date. You can use this time to inform them of upcoming meetings, activities, develop and maintain a supportive working relationship and positively represent FBLA and Business Education.
- State Officers' behavior reflects upon the image of Colorado FBLA. Student conduct should make a positive contribution to the excellent reputation already established.
- The State President shall act as a liaison between the State Board of Directors and the State Officers.
- State Officers shall become familiar with the responsibilities of all officer members.
- During your term of office, some of you will, perhaps, hold another office on the local chapter level. You must remember that you may "wear only one hat at a time."

Your Fall, District, and State Leadership Conference responsibilities will be numerous. You are expected to attend, and you will be advised well in advance of the activities in which you will be expected to participate. State officers should NOT permit themselves to be involved with ANY candidate for state office.

State Officer Meetings

The officers meet several times during the year. The officers will also meet via conference call or electronic meetings when necessary. At these meetings, State Officers shall

- provide opportunities for officers to share and express ideas in the responsibility for the meeting.
- report results of Board of Directors meetings to State Officers.
- be oriented on the organization, its functions, and its projects.
- develop good communication techniques.
- work with appropriate staff to develop membership recruitment/development planning activities.
- set up public relations and legislative visits.
- be involved in meeting planning activities.
- be involved in activities to generate ideas for Colorado FBLA.
- be involved in teamwork, leadership skill-building, and development activities.
- have reliable internet for electronic meetings.

Duties of State Officers

Duties of state officers are outlined in the state bylaws. Activities include answering correspondence, conducting workshops, speaking before small and large groups, writing articles for various publications, setting goals and objectives for themselves and the association, introducing business and government leaders to the association's programs, and assisting in the planning of FBLA Leadership Conferences.

State Officers become a figurehead of Colorado FBLA (including the Board and State Adviser)--all working together to guide the state chapter toward its goals. All of these activities must be completed in one short year.

Specific responsibilities may be developed by each officer during the Summer Planning Conference. The basis for the State Officer Team goals and objectives should be consistent with the state and national goals.

All state officers (President, Executive Vice President, State Officers from each district, Vice President of Service, Vice President of Progress, and Vice President of Education) have the following specific duties:

- Make a minimum of two local chapter visitations.
- Attend Fall Leadership Conference (two for execs).
- Attend District Leadership Conferences (if requested by District State Officer and Board Member).
- Attend all State Officer meetings, in their entirety, this includes virtual Monthly Membership Meetings.
- Attend all days of the Colorado Career and Technical Student Organization Leadership Conference (during the summer).
- CTSO Leadership Kickoff (usually held in August/September).
- District Officer Training.
- Attend the State Leadership Conference (most expenses paid by Colorado FBLA).
- Follow and abide by the State Officer Code of Conduct.
- Submit required documents to State Adviser and State Officer Team Adviser(s) on time.
- Attend the National Leadership Conference (optional).
- Attend the National Fall Leadership Conference (optional).
- Responsible for other duties as delegated by State Adviser or State Officer Team Adviser(s).

Duties of the State President

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

- Preside over and conduct all State Officer meetings according to parliamentary procedure (Robert's Rules of Order, Newly Revised), and the bylaws.

- Review agendas from the State Adviser to prepare for State Officer Meetings.
- Serve as a voting delegate at the National Leadership Conference following his/her selection.
- Serve as a member of the Board of Directors and attend all official Board meetings. Present, at the fall Board meeting, a report on the officers' program of work and team goals for the upcoming year.
- Give the one-minute oral report at the National Leadership Conference following his/her selection as president.
- Work closely with the State Adviser and the State Officer Team Adviser(s).
- Serve as a model representative for FBLA public relations. The president is called upon many times to make presentations before adult and student organizations. The president is involved with a year of extensive statewide travel and, on occasion, out of state trips.
- Obtain at least \$150.00 in sponsorships by February 1.

Duties of the National Officer Candidate/Executive Vice President

In addition to the duties listed for all state officers, the Executive Vice President, if determined by the selection committee, shall:

- Fulfill his/her commitment to the National Association.
- Serve as liaison between the State and National Associations.
- Assist the president in the promotion and development of FBLA on the local, district, state, and national levels.
- This position is filled by an approved national officer candidate. This position is not filled if Colorado does not have a national candidate.
- Obtain at least \$150.00 in sponsorships by February 1.

Duties of the State Officers Representing the Districts

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

- S/Elect District Officers for their district.
- Plan and preside over all district officer meetings. It is recommended that each district have three district officer meetings; these can be virtual meetings.
- Work with the District Board Member to plan and prepare for the District Conference held in February.
- Work closely with the Local Chapter Adviser and the District Board Member. Send the District Adviser a copy of all correspondence.
- With the Board Member, choose a Selection Committee Member to serve on the Selection Committee for the next year's state officer team.
- Correspond with the chapters within the district.
- Visit local chapters in the district when possible.
- Work closely with the State Adviser and the State Officer Team Adviser(s).
- Obtain at least \$150.00 in sponsorships by February 1.

Duties of the State Vice President of Service

In addition to the duties listed for all state officers, the State Vice President of Service shall:

- Keep an accurate record of all State Executive Officer meetings.
- Publish and email minutes of the State Officer meetings within two weeks after the meeting to all members of the State Officer Team, their advisers, and the State Officer Team Adviser(s).
- Assist the State President in checking Meeting Agendas.
- Check in with State Officers keep records of District activities.
- Assist the Vice President of Education with the newsletter.
- Assist the Vice President of Progress with social media posts.
- Work closely with the State Adviser and the State Officer Team Adviser(s).
- Organize and lead the Service Committee for the Program of Work; Responsible for Colorado FBLA's promotion of community service, financial leadership, Colorado Relief Fund, and March of Dimes activities.
- Obtain at least \$150.00 in sponsorships by February 1.

Duties of the State Vice President of Education

In addition to the duties listed for all state officers, the State Vice President of Education shall:

- Publish FBLA TODAY three times during the year (Fall, Winter, and Spring).

- Work with the Vice President of Progress to help organize information for the different social media sites.
- Send at least three articles on state activities to the national office to be published in Tomorrow's Business Leader.
- Prepare news releases for all Leadership Activities.
- Work closely with the State Adviser and the State Officer Team Adviser(s).
- Organize and lead the Education Committee for the Program of Work; Responsible for promotion of classroom activities, Business Achievement Awards, PEAK Awards, competitive events, and financial literacy.
- Obtain at least \$150.00 in sponsorships by February 1.

Duties of the Vice President of Progress

In addition to the duties listed for all state officers, the State Vice President of Progress shall:

- Represent Colorado FBLA via social media outlets.
- Maintain communication with the Colorado delegation via social media.
- Work closely with the State Officer Team Adviser(s), State Adviser, and State Officers.
- Keep Colorado FBLA current and active on all relevant social media, including but not limited to:
 - Facebook, Twitter, Instagram, Pinterest, and others.
- Organize and lead the Progress Committee for the Program of Work; Responsible for Colorado FBLA's public relations, outreach, sponsorships, and advocacy.
- Obtain at least \$150.00 in sponsorships by February 1.

E-mail and Files

Each officer will be assigned a google e-mail address and should leave any files in the google drive for their successor. Any continual use items (for examples state qualifying pins, banners, etc.) also need to be passed to the next officer.

Supplies and Materials

Officers may be assigned a mini-iPad for the year to use for any of your technology needs. The iPad will be returned at the end of the State Leadership Conference. Other supplies and materials may be sent throughout the year. All materials/equipment should be returned at the end of State Leadership Conference.

Code of Conduct/Code of Ethics

Colorado FBLA State Officers have an excellent reputation. Your conduct as a Colorado FBLA State Officer should make a positive contribution to extending that reputation.

Listed here are rules of conduct for all Colorado FBLA State Officers:

- I shall not possess or consume any alcoholic beverages or illegal controlled substances of any kind or in any form. I shall refrain from the use of tobacco in any form, especially while representing Colorado FBLA.
- I shall follow the established curfew. Curfew means I am quiet and in my own room unless I am conducting official business at the instruction of the state FBLA staff.
- I will always conduct myself in a professional manner as a representative of Colorado FBLA.
- I shall apply appropriate leadership principles at all times. These include, but are not limited to the following: consensus building, compromising, listening, respecting other people's opinions and possessions, maintaining enthusiasm and involvement, and conflict resolution through open communications.
- I shall wear appropriate dress at all official functions. Inappropriate attire, for both male and female Colorado FBLA State Officers, includes:
 - Jewelry in visible body piercing, other than ears.
 - Low slung jeans, overalls, short-shorts, skorts, exercise or bike shorts.
 - Backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses.
 - Midriff tops, tank tops, bathing suits.
 - Visible foundation garments.
 - Denim and jean-like apparel are appropriate at the dance or other casual FBLA functions, but not during any other official sessions or meetings.
- I shall immediately remove myself from all situations that could compromise my professional image.

- I shall not deface public property. I will be responsible for any damages caused to rooms or facilities I am responsible for.
- I shall carry out my duties and responsibilities for the entire term of office.
- I shall follow my local school policies where they are more restrictive than the state policies and guidelines.
- I shall not be engaged in any inappropriate or illicit behavior.
- I am responsible for reporting any violations of these codes of conduct committed by myself or by fellow officers.

Official conferences and activities begin when I leave home for the event and end when I return home. Therefore, this code is in effect throughout this entire period of time.

The code applies to the entire term of office whether you are at an FBLA conference/activity or not.

If other situations arise that are not covered by the Code of Conduct for Colorado FBLA State Officers, I shall use my best judgment in the situation. Above all, I will try to act in such a way that I will reflect positively on Colorado FBLA.

Sanctions

Anyone may make a bad decision here or there. Colorado FBLA wants students to learn from any poor choices. Therefore, sanctions assigned to a FBLA State Officer are educational in nature. Our goal is for each student to learn from a bad decision and equip themselves with the skills to make better decisions in the future.

While some sanctions may be perceived as punitive, the student conduct process seeks to assign sanctions with educational purpose, and sanctions are intended to balance the needs of the individual with the needs of the organization. Sanctions may range from a reprimand, to probation or dismissal. There are a variety of sanctions outlined. Any notices will be copied to the Local Chapter Adviser.

- **Reprimand.** A notice will be given to the FBLA State Officer and Local Adviser that her/his actions are inappropriate, and that the individual must act more responsibly in the future. A reprimand also indicates that should the individual again be referred for disciplinary action, their prior disciplinary history will help determine any future sanctions.
- **Disciplinary Probation.** A notice will be given to the FBLA State Officer that her/his actions are of a serious Colorado FBLA State Officer Code of Conduct policy violation. Probation shall be for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any Code of Conduct policies during the probationary period. Any violation committed during the probationary period will result in a review of the student's status as a FBLA State Officer.
- **Disciplinary Dismissal.** After review by the State Officer team Adviser(s) a recommendation from the Colorado FBLA State Adviser will be given to the Colorado FBLA Board of Directors calling for resignation of the State Officer from the FBLA Officer Team. The Colorado FBLA Board of Directors shall review the recommendation and determine the final sanction.

Parents and/or guardians may be notified and Colorado FBLA reserves the right to notify law enforcement.

Relationships

In working with other officers, it is important to be supportive of one another and respect individual viewpoints and opinions.

- Being a state officer means being a team member. Throughout the year, the team will have many decisions to make and tasks to complete. In working together, it is important to be understanding and patient when others are expressing their viewpoints.
- Sometimes the best ideas and plans are the ones that result from total group input.
- Effective teamwork requires a constant effort on everyone's part. Keep in mind that working with so many people -- with unique personalities from different backgrounds, representing a variety of ideas -- can be challenging. The key tools needed to deal with these challenges successfully are a positive attitude, flexibility, and the willingness to be supportive of others' ideas.
- You must be on time and prepared for all meetings. Members' dues support these meetings. In addition, many

people have invested time and energy to make this time together productive. Be sure to check your email once a day and get back to your fellow officers promptly, should they need work from you. Communication is the key to good teamwork.

School Administrators

Be sure to talk with administrators as soon as possible to inform them of your accomplishment. Explain the educational benefits of your office to the school and community and share some of your responsibilities and activities.

- Spend some time together discussing the educational experiences you'll have as a state officer. Point out specific activities that will strengthen your academic skills -- like letter writing (language), handling a budget (math), public speaking (language), meeting with legislators (social studies), seeing professionals at work (career exploration), etc. Also emphasize the personal and leadership skills that will prepare you for the future.
- Discuss the possibility of earning school credit for your state officer experience. As an integral part of the Business education curriculum, your office provides important experiences. Work with administrators to decide what kind of feedback they would like in order to grant school credit.
- Keep administrators informed about your activities throughout the year. Show them clippings and programs that demonstrate your participation in different events.
- Share meeting timelines and present an invitation to school administrators prior to all meetings you will be attending.
- Investigate your school's absentee policy as soon as possible in order to resolve conflicts before they arise. Your adviser can provide guidance in dealing with questions or problems. Before you leave school for a meeting or a Colorado FBLA activity, share your involvement with administrators. The more involved and informed they are, the more supportive they are likely to be.

State Staff

As a state officer, you will work closely with state staff members as they keep you informed about the organization and its programs. The State Officer Adviser is a member of the staff who works directly with the state officers and assists them in coordinating state officer responsibilities. The State Officer Adviser should always be aware of your activities and should be copied on any and all correspondence that relates to your role as a state officer.

Other staff members also may call on you from time to time to gather opinions and input on an idea or to participate in a special project. You will have many opportunities to get acquainted with staff throughout the year.

Family

Throughout the year, your family will provide many different kinds of support. They are probably enthusiastic and proud; chances are they are more than willing to lend a helping hand. It is very important to keep all of your family informed well in advance of your activities and responsibilities.

Friends

It is important to have the support and encouragement of your friends. Sometimes it's hard for them to understand your state officer experiences, so be patient with them. Let friends know what you are doing and try to include them when you can, but be careful not to focus on your activities only.

Chapter 3: State Officer Meetings

There will be three to four Colorado FBLA State Officer Meetings during the year that the officer and his/her adviser will be required to attend. Following is a summary of each meeting.

- The first meeting is held after the state leadership conference. All state officers and advisers are required to attend this meeting. The purpose of this meeting is to become acquainted with some of the responsibilities and activities of a state officer and adviser and meet the district board member. Topics include: state structure, board policies, calendar of events, and general information pertinent to the year as a state officer. All district and state activity dates must be confirmed.
- An overnight will be held in June (this is for state officers only). Topics include: Program of Work, conference planning and team bonding/building.
- Another meeting is held in September. All state officers and their advisers are required to attend this meeting. The purpose of this meeting is to review fall leadership conferences and other fall events.
- The fourth meeting may be held in December. All state officers and their advisers are required to attend this meeting. The purpose of this meeting is to finalize plans for the District Leadership Conference.
- A final meeting may be held in March. All state officers and their advisers are required to attend this meeting. The purpose of this meeting is to finalize plans for the State Leadership Conference.
- All state officers are required to meet one/two day(s) prior to the state conference.

Other Meetings

State FBLA officers should plan to commit a great deal of time to FBLA during their year in office. Other opportunities for State Officer Meetings are:

- National Leadership Conference* – June-July
- CTSO Leadership Kickoff – August/September
- District Officer Training – September
- Virtual Membership Meetings – one a month August – April (reliable internet access required)
- Program of Work Committees – ongoing (reliable internet access required)
- Colorado Fall Leadership Conference –October
- National Fall Leadership Conference* – November
- District Leadership Conferences – January/February
- Script Writing (Executive Officers) – January/February
- State Leadership Conference – April

**Optional activity*

In addition to the previous time commitments, each officer is expected to:

- Visit local chapters throughout the year.
- Prepare correspondence, workshops, etc., for use in visitations and conferences.
- Spend other time as required or requested.

State Leadership Conference Tips

- Keep an up-to-date list of all your responsibilities.
- Arrive at the State Leadership Conference with all responsibilities completed.
- Memorize scripts for general sessions and any other activities in which you have a part.
- Work closely with other officers to divide responsibilities.
- Before the meeting, inform your adviser of your responsibilities, activities, and schedule.
- Bring necessary uniform needs.
- Do your best and enjoy the experience.

State Staff Responsibilities

Members of the state staff are employed to manage the meeting and help you carry out your plans. The staff handles actual management of the meeting including:

- pulling together general session plans and helping produce scripts.
- contacting speakers, workshop leaders, and program participants.
- arranging for the production of audio-visual materials.
- developing promotional materials to send to state associations and chapters.
- processing registration; working with the hotel and convention center on room assignments and equipment needs.

Chapter 4: Travel and Expenses

Your year as a state officer will be a very busy one, but, if you are organized and try to stay one step ahead, you should be able to balance everything with great success.

If you are participating in a meeting at the request of state headquarters, your travel and expenses are reimbursable. When participating in a meeting or activity at the request of anyone other than state headquarters, expenses are the responsibility of that group. It is always a good idea to inquire about financial arrangements beforehand. If the group does not cover expenses, you should consider the expense before making your final decision. Never abuse the privilege of being a state officer. Be a servant leader and help in every way possible at the meetings. Do not leave incidental expenses on your hotel room account, for example, snacks, phone calls, movies, laundry, etc.

State officers must keep their school administration informed of all travel once elected to office. As soon as you return to school, remind administrators and potential teachers of scheduled travel dates for required FBLA meetings. Please provide the school administrators with these dates as well. We understand school administrators may require approval at least 30-40 days' notice prior to travel and FBLA will try to provide as many dates as possible. However, at times sudden dates become available for meetings for a state officer to attend, which is out of our control, but we will work with the officer to ensure all information is provided as quickly as possible. We will provide that officer with the dates as soon as possible, so the officer can check with his/her school.

Travel Authorization

When you are traveling for Colorado FBLA, each state officer must submit a travel authorization to the State Officer Team Adviser at least ONE WEEK prior to your trip. In addition to YOUR signature, the form requires your local adviser, school administrator, and parent to sign the form. If you do NOT submit the travel authorization, you will NOT be reimbursed for that trip. You should travel the LEAST expensive way; travel with other officers, if possible.

Insurance

IF you drive, you MUST submit proof of current auto insurance. If you do not drive, please submit a statement indicating so. Both need to go to the State Adviser and State Officer Team Adviser(s) prior to the first State Officer Activity.

Additional Tips for State Officer Travel:

- Inform school administrators, teachers, and family of plans. Give them your schedule and emergency contact information.
- Always carry your identification, state staff and headquarters phone numbers, and one copy of the notarized parental consent form in case of an emergency.
- Anticipate your financial needs and plan accordingly. It always is better to have too much money than not enough. Make sure you have a credit card, debit card, and/or enough additional cash in case of an emergency.
- Pack wisely. Officers will be given information about what clothing and materials are needed and rarely will have time or the opportunity to need more than what is listed.
- When traveling on state organization business, the state organization assumes responsibility for your travel arrangements.
- When traveling on state organization business, you will have an adult contact. When you arrive at the hotel, contact the adult to announce your arrival. Do not leave the hotel without an adult.
- When another group or state association has requested your participation, the group extending the invitation is responsible for your travel arrangements.

Hotel Sense

- Officer name tags should be worn when attending meetings. Remove name tags when outside the hotel unless you are participating in a meeting activity.
- Never travel outside the hotel alone. An adult should accompany you. Use good judgment when talking to people not connected with FBLA.
- Never give your room number to anyone you don't know and do not discuss your lodging details in public spaces.
- Lock and bolt your hotel room doors. Open only when you know who is on the other side. All hotel personnel will be in uniform and have an identification badge. If in doubt, call the hotel operator and ask that security come and verify the employee's identity.
- Don't leave valuables or money in hotel rooms. Keep them in a hotel safety deposit box. Such boxes are generally available at the hotel registration desk and/or in your room at no charge.
- Note the fire escape exits on your floor. As an added precaution, count the number of doors from your room to the nearest exit in case smoke-filled hallways block your vision.
- Be considerate of all hotel guests when using the elevators.
- Do not use room service laundry services, pay-per-view, high-speed Internet, etc.
- Be considerate of sleeping hours and the privacy of other hotel guests and FBLA members. Talk in hushed tones in the hallway and do not let your door slam when entering or exiting your room.
- Double-check your room prior to departure to make sure all personal items have been removed, otherwise you assume responsibility for costs of shipping items to you.
- Males and females cannot be in the same hotel room together at any time for any reason. No other person should be in your room at any time except for your designated roommate.
- Keep your room organized and clean.

Travel Reimbursement Policies

Funds are available to cover approved travel, lodging and food expenses for Colorado FBLA staff, contractors, officers and Board of Directors according to the following policies.

- Travel reimbursements will be processed after receiving a W-9 and completed Travel Reimbursement Form.
- Mileage will be reimbursed at 30 cents per mile for officers.

State Officer Reimbursement

- State Officers and their advisers are eligible for travel reimbursement.
- State Officers and their advisers are not allowed to double dip. If a state officer rides with their adviser, only one may claim reimbursement. If a state officer or their adviser receives reimbursement from their district, they may not claim reimbursement from Colorado FBLA.
- Uniform: An official FBLA blazer will be provided by the state organization, with an option to buy the blazer for \$50 at the end of the term. Districts will pay \$120 towards each officer's uniform. A polo shirt and dress shirt will also be provided to the officer. Name badges will be provided for officers.
- Registration: Complimentary registration will be provided by Colorado FBLA for each officer at the Colorado Fall Leadership Conference and the State Leadership Conferences.
- Mileage: Mileage will be reimbursed at 30 cents per mile for officers.
- Meals: Most meals will be provided to state officers during mandatory meetings. Officers will be responsible for their own meals outside of FBLA meeting times. If meal reimbursement is required, the state per diem will apply.
- Hotels: For mandatory state officer meetings requiring an overnight stay, a hotel room will be provided. For meetings beginning before 9:00 am, hotel rooms will be provided for officers living more than three hours from the site of the meeting for the night before the meeting. Hotel rooms will be provided by Colorado FBLA at an approved hotel, preferably at the government rate. Hotel rooms must be requested no later than 2 weeks before the meeting date. Any other hotel reimbursements will need pre-approval, no later than 2 weeks before the date of travel.
- Equipment: iPads may be available for an officer to use for the duration of their term. An iPad acceptable use policy must be signed prior to disbursement of the iPad.
- Supplies: Check with the Colorado FBLA State Adviser and State Officer Team Adviser on supplies reimbursement. Any supplies reimbursement must be pre-approved.

- Two hundred dollars (\$200) may be paid to each state officer to offset part of their personal costs, dependent upon completion of assigned officer duties. The reimbursement form must be completed by the officer after State Leadership Conference and no later than May 31st after their officer term. The State Adviser and State Officer Team Adviser will determine the eligibility of the officer to receive the \$200 (or a portion of it), based off officer performance throughout the year.
- Up to five hundred dollars (\$500) may be paid to the National Officer Candidate to help defray campaign costs.

Expenses Covered by the Officer

- Expenses during the SLC at which the officer is elected
- Business cards, if desired
- Any pictures made for publicity purposes
- Expenses to the National Leadership Conference and National Fall Leadership Conference, which is optional but recommended
- RELIABLE internet access for iPad or other means to check e-mail and complete projects through Google
- Postage, if applicable
- Personal cell phone bills
- Uniform expenses, except the blazer, polo shirt, pants and dress shirt (beyond what is provided by their district)
- Replacement name badges, if needed
- Expenses for attending a local chapter meeting or conference outside your own to which you are invited are to be paid by the chapter that have NOT been approved.
- No student shall be denied the right to serve as a state officer because of limited finances. It is the responsibility of the local adviser to notify the State Adviser and State Officer Team Adviser of a potential candidate in this situation.

Reimbursement Instructions

- Reimbursements will be made only if the officer or board member exemplifies good conduct and completes all assignments in a proper and prompt manner.
- Requests must be submitted within seven days of the date incurred or reimbursement may be denied or reduced.
- A completed W-9 must be on file for reimbursements to be processed.
- Dated receipts, if applicable, are to be submitted with the reimbursement form.

All situations cannot be covered by the rules. In some cases, a judgement may need to be made by the State Adviser and/or State Officer Team Adviser. Their decision is final. The decision will be made first in concern for the state organization's treasury, then with the consideration of the person involved. Thank you for your cooperation and understanding in stretching our funds.

Any donations or sponsorships that officers or board members secure to help defray expenses or the operation of the state would be beneficial and greatly appreciated!

Chapter 5: Public Relations & Networking

Public Relations are the constant process of building a positive image of FBLA. That image depends on your actions and efforts. The way you look and act, and the impression you make when meeting the public reflects not only upon you, but also upon your FBLA chapter, state, and national organization. Your actions should show others you are a proud and well-informed representative of the state organization. You also should reflect a clear understanding of the goals, projects, and ideals of FBLA and the ability to express them clearly and accurately in your own words. All correspondence that you send as a state officer should be approved by the State Officer Adviser before sending.

Public Relations Basics

Think of public relations as sophisticated "show and tell." It can be as simple as being excited about a project and transferring this to friends, making them excited, too. Or, it can be as complex as a television interview explaining the structure of our organization.

Whether simple or complex, in order to tell your story effectively, you must have a plan. Your basic plan needs to cover the following:

- Who: the audience
- What: the message
- When: the timing
- Where: the location
- Why: the purpose
- How: method or tools used

Telling the Story

Other public relations tools include interviews, telephone calls, letters, and speeches. Each method requires you to think on your feet and be prepared. You want to make a good impression, so make sure you know your facts.

Attending Meetings

Throughout the year, you will have many opportunities to spread the word about FBLA. Be prepared to make the most of each opportunity.

Before Attending a Meeting

- Become informed by carefully reviewing FBLA publications.
- Analyze the group and prepare presentations accordingly. If the group is not familiar with the organization, they may want to know about our mission, goals, programs, and how a chapter works.
- If you are asked to make a speech, make sure your facts are accurate. Review current information from the state organization. Ask your adviser and the State Officer Adviser to review your speech with you. Use varied techniques for involving the audience.
- Use visuals if they will help illustrate points you wish to make. To explain FBLA to some groups, it might be helpful to distribute program information sheets or other current publications listed in the publications catalog. You also may want to utilize the membership kit and membership video, or some of the resources located on the FBLA state website.

Networking

Networking is like public relations work within the organization. Throughout your year in office, you will have the opportunity to work with many different groups of people in order to carry out responsibilities and complete tasks. As a state officer, you are in a key position to keep FBLA's network alive. District and local officers and members look to you to keep them informed.

State Meetings of Other Organizations

FBLA frequently is invited to send representatives to participate in state and/or regional meetings of other state organizations and groups.

District and Chapter Meetings

In determining whether to accept any invitation, base your decision on:

- whether or not you can accept this responsibility in addition to your schoolwork;
- willingness of school administrators and teachers for you to miss school;
- the distance of the meeting from your home and the number of days involved to travel and attend the meeting;
- number of invitations you have received. (If invitations are numerous, you may want to decline some requests, especially for district or chapter meetings where distance is great. In declining an invitation, you might refer meeting organizers to your state adviser, who may be able to suggest a state officer nearby.)
- whether or not the amount of time and money spent is in proportion to your level of participation in the meeting;
- special interest.

Request for State Officer Form

When an adviser or any other person requests a State Officer to attend their meeting, the officer should provide the [Request for State Officer Form](#).

Participation

To determine who participates in these meetings, state staff uses the following guidelines:

- Involvement of state officers in other activities
- Emphasis of the meeting and its relationship to officers' talents, responsibilities, and interests
- Location of the meeting
- State headquarters' budget
- Invitations to these meetings are issued through state staff. State officers will be notified far in advance to inform school administrators, ask permission, plan schedules, and make travel arrangements.

What to Tell Others

As you work with individuals and groups you need to help them see an overall picture of FBLA.

- Explain your activities as a state officer and activities of your chapter.
- Help others understand how chapters operate as an integral part of the Business Education program.
- Tell what belonging to the organization means to you.
- Emphasize the ways in which chapters provide opportunities for all members to participate at district, state and national levels.
- Illustrate ways in which participation in the state organization's programs contributes to members, their families, communities, and employment.
- Point out ways the state organization helps prepare members to fulfill their multiple roles as leaders in their families, careers, and communities.
- Explain the importance of paying membership dues that support project and program development.
- Explain the opportunities members have to develop leadership skills.

Chapter 6: State Officer Chapter Advisers

Before Running for Office...

You play a very important role in the state officer candidate's experience. It is important for you to be supportive and encouraging. This can be a stressful time for the candidates, so helping relieve the stress by listening, talking, and just being there is a great help.

Encourage your candidate to practice presentations with you and help prepare him or her for networking and question-and-answer sessions. This practice in "thinking on your feet" and expressing facts, thoughts, and ideas will be extremely beneficial and will help relax nerves when the real situation rolls around.

You will be informed of your state officer candidate's specific meeting times and locations at the State Leadership Conference.

Deciding to Run for a State Office

State Officer Candidates and their parents should be made aware of the extent of their responsibilities. It also is important that State Officer Candidates understand the responsibilities of serving as a state officer and are willing to make FBLA their top priority after health, family, and school during their term.

Expectations as a State Officer Chapter Adviser

Advisers of students elected to serve as state officers will be expected to attend the May State Officer Meeting. The primary objective of this meeting is to prepare for their roles in the coming year. Potential time commitments should be discussed with administrators before having a state officer candidate, especially with more schools limiting teacher's time away from school. There will be three other meetings that chapter advisers will also need to attend: September, December, and March.

After a Candidate's Application is Submitted

Information on the election process can be found in the first chapter of this handbook. State Officer Candidates and State Officer Candidate Chapter Advisers will receive additional information regarding state officer candidate responsibilities following the application deadline. This information will include a schedule for state officer candidates, a letter detailing responsibilities, and additional details.

Communication between Colorado FBLA and officers and advisers is done primarily by email.

If Your Officer is Selected

Congratulations! It is a tribute to you that your chapter member has been elected to be a state officer. You play a very important role in the officer's experience. Your key roles of listening, supporting, encouraging, and guiding will allow your officer to grow as a distinguished leader and young adult.

State Officer Chapter Advisers have many roles and responsibilities. You will serve as a consultant to help officers prepare for their specific responsibilities throughout the year. Please familiarize yourself with the State Officer Code of Conduct, Code of Ethics, and your state officer's specific duties.

It's hard to estimate how much time will be required of you as a State Officer Chapter Adviser. That will depend in part on the officer's specific responsibilities, the amount of help the officer needs, and the requests the officer gets to attend chapter, district, and state meetings. There will also be various conference duties for the State Officer Chapter Advisers. However, in the end, the time required of a State Officer Chapter Adviser is a great responsibility that affects most areas of

your life. It's important to develop a clear understanding, so you can fulfill your obligations to the fullest.

The state staff also assumes a great deal of responsibility for training officers, planning with them and coordinating their work — much more responsibility than is typically assumed at the state level. The State Officer Chapter Adviser has primary responsibility for the state officer team.

Roles & Responsibilities

In addition to the responsibilities you and your officer have, you represent the image and voice of the state organization. That image depends on your actions and efforts. The way you look and act, and the impression you make when meeting the public reflects not only upon you, but also upon your FBLA chapter, district, and state organization.

Meetings

Required dates:

- May: State Officer Meeting
- September: State Officer Meeting
- December: State Officer Meeting
- January: District Skill Grading
- February: District Leadership Conference
- March: State Officer Meeting
- March: State Skill Grading (strongly recommended)
- April: State Leadership Conference

Travel Reimbursement Policies

See the Officer Reimbursement Policies in Chapter 4. However, adult reimbursements will go through the state adviser.

General Adviser Information

- 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 during the selection process and serves as "mentor" during the officer's term of office.
- The adviser works closely with the State Officer Team Adviser(s) and is kept informed of all aspects of the officer's work.
- The adviser should review workshop/speech content and materials and make sure that the officer practices the workshop/speech before an appearance.
- The local adviser should proofread all correspondence before sending. The officer should write correspondence and articles and present them to the adviser for suggestions and any necessary changes.
- As the chapter adviser to a state officer, you should contact the State Adviser or State Officer Team Adviser(s) if you have questions.
- The local adviser should accept responsibility for assisting officers. Secure the endorsement and support of parents, coaches, school officials, employers, etc.
- The local adviser should be prepared to devote office space and personal time to your state officer. Helping your officer to get organized is important. He/she must learn to budget time and keep materials readily available.
- The local adviser should be informed about state programs, priorities, and critical issues so ideas and counsel may be given to the officer.
- The adviser AND officer must present a positive image of FBLA and its programs. The adviser must take an active part in helping the officer reach his/her personal and organizational goals.
- The responsibilities and duties outlined below have been prepared to assist local advisers in helping their state officer during the year.
- Local advisers should attend the State Officer Team meetings when requested with their officer. These meetings are used to formulate the officer's responsibilities and program of work for the year and give the advisers insight into their support role.
- See that your officer accepts these responsibilities:
 - Acquire good basic knowledge of the organization and be capable of discussing ideas and issues intelligently.

- Portray the proper image when representing the organization;
 - color-coordinated business attire for daytime and appropriate clothes for evening;
 - correct grammar usage;
 - proper manners and etiquette;
 - good attitude and public relations skills in working with individual members and chapters.
- Prepare appropriate speeches when asked to visit local or state conferences, business, and civic groups. Local advisers should review speech materials, outlines, etc., and the officer should practice the speech before an appearance.
- Answer correspondence and send "thank you" letters promptly. The local adviser should proofread all correspondence before sending. The officer should write correspondence and articles and present them to their adviser for suggestions and any necessary changes. As the year progresses, fewer changes should be necessary.
- Submit required documents to State Adviser and the State Officer Team Adviser(s).

Chapter 7: State Officer Candidate and State Officer Forms

The following forms are required to submit with the [State Officer Candidate Application](#):

- Resume
- Professional headshot
- Colorado FBLA Today article
- Signed State Officer Candidate Agreement
- Signed Operating Policies and Procedures and Code of Conduct
- Signed Sanctions Form
- Photo Release Form
- Transcript (can be unofficial)
- Adviser Recommendation Letter

The following forms are required to complete **after** becoming a State Officer:

- Officer Information
- Social Media Agreement
- iPad Use Contract (if needed)
- Travel Authorization Form
- Monthly Officer Reports
- State Officer Yearly Report Form
- W-9
- Travel Reimbursement Form
- Transportation Form
- Driver's License (if applicable)
- Automobile Insurance Card (if applicable)
- State Officer Reimbursement Form (optional)

Colorado FBLA State Officer Candidate Agreement

To become a state officer of Colorado FBLA requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility. This agreement must be signed by all parties indicated in order for a candidate to be eligible for office.

IF SELECTED, the Candidate Agrees To:

- Perform to the best of his/her ability the duties of the selected office.
- Participate in all activities scheduled by the FBLA State Adviser or the Board of Directors.
- Attend required scheduled activities include:
 - State Officer Training (FBLA & CTSO - must attend entire conference)
 - State Officer Meetings
 - Monthly Membership Meetings (virtual)
 - Program of Work Committee Meetings (mostly virtual)
 - Local Officer Training
 - District Officer Training
 - Colorado Fall Leadership Conference(s)
 - District Leadership Conferences (attend your district's conference and others if requested by the State Officer and Board Member)
 - State Leadership Conference (Note: State Conference has preference over prom, athletics and other activities. If you decide to attend an activity that conflicts with the state conference, you will not participate at the State Conference. You must be in attendance for all pre-conference planning beginning 2 days prior.)

Please do not run for office if you are unable to completely fulfill any of the above requirements.

The Parents/Guardians, Coaches, and Employer Agree To:

- Permit the candidate to participate in all scheduled Colorado FBLA State activities.
- Encourage the candidate to take full benefit of the leadership development experience.

The Adviser and School Administrator Agree To:

- Recommend for state office only those candidates who are qualified.
- Ensure the candidate's attendance at all Colorado FBLA State activities.

Candidate Signature

Date

Parent/Guardian Signature

Date

School Administrator Signature and Title

Date

Chapter Adviser Signature

Date

Colorado FBLA Code of Conduct

The purpose of the Code of Conduct is to ensure that FBLA members who attend a conference are aware of expected behavior. It is the adviser's responsibility to discuss the form with the members and stress the importance of abiding by the rules. Colorado FBLA is proud of its reputation and encourages advisers to closely monitor students at all conferences. Advisers must have a signed Multiple Release Form in their possession at all FBLA activities and must submit a Certification Form certifying that all members have read and signed the form, which includes acknowledgement of this Code of Conduct.

CONDUCT POLICIES AND PROCEDURES FOR COLORADO FBLA

The following conduct policies reflect minimum behavioral standards for Colorado FBLA members. The policies are in effect for all delegates who are attending any Local, District, State or National FBLA function. The term “delegate” shall mean any FBLA member.

- Defacing of public property—any damage to or loss of property or furnishings of the properties being utilized for meeting purposes will be paid for by the individual or chapter responsible.
- Delegates shall keep their adult advisers informed of their activities and whereabouts at all times.
- Delegates will not be allowed to leave the conference site at any time without adult supervision.
- Delegates will be prohibited from participation without local supervision provided by a chapter or school. For the National Leadership Conference a designated local adviser or parent will be expected to accompany the participants.
- Delegates shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an adviser or other responsible adult.
- Alcoholic beverages and controlled or illegal substances (drugs) of any form are not allowed. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
- Use of tobacco in any form by an FBLA member is prohibited, including e-cigarettes, vaping or juling.
- Delegates are expected to adhere to FBLA dress code at all competitions, general sessions and workshops. Notification of violations will be sent to the local adviser and administrator. Furthermore, competitors will not walk on stage during awards sessions if observed violating the dress code.
- Observe the curfews as listed in the conference program. Curfew is defined as being in your own assigned room by the designated hour.
- Delegates of the opposite gender are not allowed in sleeping rooms in hotels unless the door is WIDE OPEN or the chapter adviser or responsible adult is present in the room.
- Harassment based on race, color, religion, national origin, ancestry, sex, gender, sexual orientation or disability will not be tolerated. See information about the Harassment Policy in the Colorado FBLA Handbook.
- Delegates are to abide by all school, school district and venue policies.
- Colorado FBLA photographers and videographers will be taking photos and videos throughout the conference for use in any manner FBLA deems appropriate including, but not limited to, publishing in FBLA publications, on the FBLA website, and in connection with competitive performance events. By attending the conference, you grant FBLA the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indicia of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, Internet, Web casting, video streaming, television or radio), for the use of FBLA, its affiliates, or any individual, organization, business, publication, network or other third party, in perpetuity, without payment or any consideration.

DISREGARDING OR VIOLATING THE CODE OF CONDUCT

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, competitive event disqualification, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FBLA reserves the right to notify law enforcement. Any Code of Conduct violation must be brought to the attention of the state adviser prior to the conclusion of the conference.

Colorado FBLA Operating Policies and Procedures and Code of Conduct

VERIFICATION STATEMENT

This is to acknowledge I have read and understand the Policies and Procedures and Code of Conduct under which Colorado State FBLA Offices operate, and specific FBLA operating procedures and code of conduct for Colorado FBLA.

School

District

Student

Date

Parent

Date

Local Chapter Adviser

Date

Local School Building Administrator

Date

Sanctions

Anyone may make a bad decision here or there. Colorado FBLA wants students to learn from any poor choices. Therefore, sanctions assigned to a FBLA State Officer are educational in nature. Our goal is for each student to learn from a bad decision and equip themselves with the skills to make better decisions in the future.

While some sanctions may be perceived as punitive, the student conduct process seeks to assign sanctions with educational purpose, and sanctions are intended to balance the needs of the individual with the needs of the organization. Sanctions may range from a reprimand, to probation or dismissal. There are a variety of sanctions outlined. Any notices will be copied to the Local Chapter Adviser.

1. Reprimand. A notice will be given to the FBLA State Officer and Local Adviser that her/his actions are inappropriate, and that the individual must act more responsibly in the future. A reprimand also indicates that should the individual again be referred for disciplinary action, their prior disciplinary history will help determine any future sanctions.
2. Disciplinary Probation. A notice will be given to the FBLA State Officer that her/his actions are of a serious Colorado FBLA State Officer Code of Conduct policy violation. Probation shall be for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any Code of Conduct policies during the probationary period. Any violation committed during the probationary period will result in a review of the student's status as a FBLA State Officer.
3. Disciplinary Dismissal. After review by the State Officer Team Adviser(s) a recommendation from the Colorado FBLA State Adviser will be given to the Colorado FBLA Board of Directors calling for resignation of the State Officer from the FBLA Officer Team. The Colorado FBLA Board of Directors shall review the recommendation and determine the final sanction.

Parents and/or guardians will be notified and Colorado FBLA reserves the right to notify law enforcement.

I agree to follow the Colorado FBLA State Officer Code of Conduct while I am representing Colorado FBLA as a member of the State Officer Team. I will resign my office if I fail to follow this code.

Colorado FBLA State Officer Signature

Date

Parent/Guardian Signature

Date

Officer Adviser Signature

Date

Colorado FBLA State Officer Adviser (signed after elected)

Date

Colorado FBLA Photo Release Form

I hereby consent to and authorize the use and reproduction by you, or anyone authorized by you, of any and all photographs/digital images/videotapes/recordings of (individual's) name _____,

on (date) _____ at all Colorado FBLA Activities, for use by Colorado FBLA and the Colorado Community College System, its employees, officers and agents, and the right to copyright and/or use, reuse and/or publish, republish photographic pictures, digital images, videotapes and recordings

in conjunction with (individual's name) _____.

I also give permission for these photographs/digital images/videotapes/recordings to be used in its entirety and/or edited version as deemed necessary by Colorado FBLA and the Colorado Community College System (to include usage of images on Colorado FBLA and other Career and Technical Student Organizations websites).

Furthermore, permission is also given for the photographs/digital images/videotapes/recordings completed on (date) _____ to be used by Colorado FBLA and the Colorado Community College System at any time in the future without further clearance from me.

I understand that these photographs/digital images/videotapes/recordings may be used for marketing purposes (including websites) by Colorado FBLA and the Colorado Community College System.

I have read the foregoing release, authorization and agreement, before signing below, and warrant that I fully understand the contents thereof.

Student Signature

Date

Parent/Guardian Signature
(If individual is under 18 years of age)

Date

NOTE: Any student who is subject to harassment due to the publishing of photos (either in publications or on the websites) should contact the Colorado FBLA Adviser immediately.

Officer Information Form

Please complete all pages and return to Colorado FBLA.

PERSONAL INFORMATION

Name: _____ Birth Date _____ / _____ / _____ Male Female
Last First Middle Month Day Year
Permanent Address: _____ City _____ State _____ Zip _____
Cell Phone: _____
Father's Name: _____ Home Phone: _____ Work Phone: _____
Mother's Name: _____ Home Phone: _____ Work Phone: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____
Address: _____ City _____ State _____ Zip _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____

HEALTH INSURANCE INFORMATION

Insurance company: _____ Policy holder name: _____
Identification # _____ Group # _____
Location of card: _____ Insurance company phone #: _____

SPECIAL NEEDS/DISABILITY/DIETARY RESTRICTIONS

Do you have a special need or disability? Do you eat a specific diet? Or allergic to specific foods? Please List

List any equipment needed such as wheelchair, braces, glasses, etc.: _____

PAST MEDICAL HISTORY

Allergies: (Medications, foods, insects, latex) _____

Surgeries/accidents/hospitalizations: _____

Medications taken regularly	Dosage	Frequency
Medication		

List any physical or behavioral conditions that may affect or limit full participation

PAST MEDICAL HISTORY (cont.)

Please check all that apply.

- | | | |
|--|---|--|
| <input type="checkbox"/> ADHD (Attention-Deficit-Hyperactivity-Disorder) | <input type="checkbox"/> Anemia | <input type="checkbox"/> Anorexia Nervosa |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Bulimia | <input type="checkbox"/> Convulsions/seizure |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Epilepsy/seizures | <input type="checkbox"/> Heart Abnormalities |
| <input type="checkbox"/> Hearing aid/problems | <input type="checkbox"/> Hemophilia | <input type="checkbox"/> Hepatitis |
| <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Kidney Disease | <input type="checkbox"/> Migraines |
| <input type="checkbox"/> Mononucleosis | <input type="checkbox"/> Stomach Problems | <input type="checkbox"/> Thyroid Disease |
| <input type="checkbox"/> Tuberculosis | <input type="checkbox"/> Vision/eye sight problem | |

Please give details to the above checked medical problems: _____

OFFICER INFORMATION

T-shirt Size: _____ Professional Dress Shirt Size: _____

Polo Shirt Size: _____ Professional Blazer Size: _____

Favorite Candy: _____

Future Career Goal: _____

State Officer Social Media Agreement

Social media can be a useful tool to communicate with peers, members, friends, advisers and more. Social media can also be dangerous if you are not careful. Every picture, link, quote, tweet, status, or post that you or your friends put online is forever part of your digital footprint. You never know when that will come back to hurt or help your reputation during your time in office, applying for a scholarship or new job, or other important areas of your life.

Recognizing the above:

_____ I take responsibility for my online profile, including my posts and any photos, videos or other recordings posted by others in which I appear.

_____ I will not degrade others before, during, or after conferences or competitions.

_____ I will post only positive things about my peers, advisers, other members and judges.

_____ I will use social media to purposefully promote abilities, organization, community, and social values.

_____ I will consider "Is this the me I want you to see?" before I post anything online.

_____ I will ignore any negative comments about me and will not retaliate.

_____ If I see another officer post something potentially negative online, I will have a conversation with that person. If I do not feel comfortable doing so, I will talk to the president, or an adviser.

_____ I am aware that I represent Colorado FBLA, my school, my family, and my community at all times, and will do so in a positive manner.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

iPad Use Contract

Equipment

Colorado FBLA retains sole right of possession of the iPad and related equipment. The iPad will be issued to students according to the guidelines set forth in this document. The FBLA State Adviser, Business and Marketing Program Director, State Officer Team Adviser, or chapter adviser retains the right to collect and/or inspect the iPad at any time and to alter, add or delete installed software or hardware. Usage is a privilege and not a right.

Customization of Equipment

The FBLA State Officer is permitted to alter or add files to customize the assigned iPad to their own working styles (i.e. System Preferences). The FBLA State Officer is not permitted to install software on the assigned iPad without written approval. The FBLA State Officer may also customize their case for their iPad as long as it adheres to school and district policy.

Damage or Loss of Equipment

Report any damage or loss to the FBLA State Adviser, who will determine necessary action. All iPads are covered by a manufacturer's extended warranty as well as an additional insurance policy. The warranty covers manufacturer's defects. The insurance policy is a fee of \$50 per device for family and carries an additional \$100 deductible for each claim. The \$100 deductible is also the financial responsibility of the student's family. The insurance covers accidental damage from liquid spills, power surges, drops, falls, collisions, theft (police report required), vandalism, flood, fire, smoke, wind, and earthquake, as well as damage to batteries and ac adapters. Insurance does not cover loss, negligence and abuse. For example, throwing the iPad or using the iPad as an umbrella would be considered examples of neglect and abuse. If an iPad is lost or damaged by neglect or abuse, it is the family's financial responsibility to replace the iPad at a price of approximately \$500. If an iPad is damaged, FBLA will work with the student, Apple, and the insurance company to determine if it is a warranty or insurance claim incident.

Standards for Personal iPad Care

FBLA State Officer Responsibilities:

- Keep the iPad with you or within your sight at all times.
- Do not let anyone use the iPad other than your parents or guardians.
- Adhere to FBLA State Officer Code of Conduct at all times.
Report any problems, damage or theft immediately to your teacher.
- Arrive to meetings with a fully charged battery.

General Care:

- Do not do anything to the iPad that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the iPad.
- Keep the equipment clean. For example, do not eat or drink while using the iPad.

Screen Care

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.

Personal Health & Safety

- Avoid extended use of the iPad while resting directly on your lap. The bottom of the iPad can generate significant heat.
- Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes.
- Do not provide your personal information to anyone over the Internet.
- Do not share your passwords with anyone.
- Keep the iPad in a secure location when it is not at school.

Removal of iPad Use

Reasons for placing a FBLA State Officer to have their iPad removed include the following:

- Excessive damage
- Excessive loss
- Non-acceptance of user agreements
- Excessive interruptions in service due to repair of local modifications
- Violation of the FBLA State Officer Code of Conduct
- Violation of FBLA Responsible Use Agreement
- Inappropriate, defamatory, inaccurate, abusive, obscene, profane, or illegal material found on iPad
- Violating Standards for Personal iPad Care

I understand the Colorado FBLA iPad use terms laid out above.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Travel Authorization, Notification, and Confirmation Form for State Officers

TO BE RECEIVED **ONE WEEK PRIOR TO SCHEDULED MEETING**

This form will serve as authorization for attendance for the named State Officer at the named activity.

Name of Officer: _____	Today's Date: _____
Activity: _____	Location: _____
Date of Activity: _____	Mode of Transportation: _____
Departure Time: _____	Return Time: _____
Adult or other person accompanying: _____	_____

Colorado FBLA will reimburse the officer at the following rates for approved reimbursable items:

1. Mileage to be reimbursed per organization policy.
2. **Lodging at a reasonable cost will be reimbursed--receipt is required (advance permission required unless it is an emergency situation)**
3. Other, such as: parking fee, common carrier (bus, airplane, etc., when prior approval is received) -- receipt required.
4. Air travel expense must be approved prior to travel.

Prior to the date of the scheduled activity, the officer must notify the following persons: (1) his/her parent(s); (2) his/her adviser; (3) the designated school official; each person is to sign below confirming that the officer has notified them and that arrangements have been satisfactorily made between them and the officer for any absences. The officer realizes all schoolwork and/or other responsibilities neglected will have to be completed or made up.

Officer and Parent(s) or Guardian(s): Please be aware that if the officer violates any policies (curfew, drinking, drugs, misconduct, etc.) or in the opinion of the supervisor does not conduct himself/herself in the manner expected of a State Officer, you may be asked to: (1) reimburse the person supervising for the cost of transportation for your son/daughter from the activity site to home; (2) reimburse the school/chapter for the expenses of your son/daughter incurred by the school/chapter for this activity; and/or (3) the State Officer may be removed from office.

State FBLA Officers: After this form has been signed, please return it **ONE WEEK*** prior to the activity to the State Officer Adviser(s).

*I understand that in order to be reimbursed for related expenses or represent the State of Colorado, this form must be received in the state office by 5 p.m. **ONE WEEK** prior to the scheduled activity, unless authorized by the State Adviser(s) or State Officer Team Adviser(s).

(State Officer)

(Principal or Director)

(Parent or Guardian)

(Adviser)

Suggested State Officer Travel Checklist

HYGIENE ITEMS

- _____ Deodorant
- _____ Toothbrush & paste
- _____ Shampoo & conditioner
- _____ Lotion

GOOD IDEAS

- _____ Swim suit
- _____ Camera and battery charger
- _____ Extra money
- _____ Watch

MISCELLANEOUS ITEMS

- _____ Safety pins
- _____ Rubber bands
- _____ Band Aids
- _____ Contact lens supplies

- _____ Q-tips
- _____ Fingernail clippers
- _____ Aspirin & other needed medicines

MEN

- _____ Shaving supplies
- _____ Neck tie (plus an extra tie)
- _____ Socks

OFFICER SUPPLIES

- _____ Pens
- _____ Pencils
- _____ Paper (note pads)
- _____ Paper clips
- _____ Electronic Device
- _____ Poem or inspiration/quote book
- _____ Speeches
- _____ Sticky notes
- _____ Breath mints
- _____ Highlighters

LADIES

- _____ Slip
- _____ Curling iron/hair dryer
- _____ Make-up
- _____ Razer/Shaver
- _____ Nail polish & remover

CLOTHING

- _____ Appropriate jacket or coat
- _____ Tennis shoes
- _____ Dress (official) shoes
- _____ Pajamas/robe
- _____ Casual clothes
- _____ Official uniform and polo
- _____ Socks & underwear

INCIDENTAL

- _____ Needle, thread & buttons

COLORADO FUTURE BUSINESS LEADERS OF AMERICA

MONTHLY STATE OFFICER ACTIVITIES REPORT

NAME

OFFICE

MONTH

This form must be submitted between the last day of the month and the first day of the following month. Thoroughly discuss the following points:

Events:

What events have you attended? Conferences, meetings, chapter visits, etc.

Actions & Accountability:

What have you contributed to Colorado FBLA this month? What steps have you made to contribute to our Program of Work?

Communications & Correspondence:

What business and industry connections have you made this month? Have you networked with professionals? Have you networked with members/advisers? How did you communicate with them? What other public relations activities have you been involved with (social media, articles, presentations, etc.)

Lessons Learned:

What have you learned this month that will affect your actions and goals in the future months?

Moving Forward:

What goals do you plan to accomplish next month?

Is there anything that needs to be brought to our attention?

All You:

How have you been this last month...school, family, life, all the things?

Digital Signature:

I have met with my local adviser _____ times throughout this month.

Insert a summary of your performance throughout the month from your local adviser below:

Adviser Digital Signature:

Colorado FBLA State Officer Yearly Report Form

NAME _____

OFFICE _____ DATE _____

1. Total miles traveled for organization: _____

2. Total days spent in behalf of the organization: _____

3. Number of speeches given: _____

4. Number of letters received: _____

5. Number of letters written: _____

6. Number of chapters visited: _____

7. List chapters that you visited in an official chapter visitation capacity:

a. _____

b. _____

c. _____

8. List District, State, and National meetings of all organizations you attended as representative of your organization and your capacity while there:

a. _____

b. _____

c. _____

9. Total personal money spent on Colorado FBLA business this past year: \$ _____

10. Suggestions for improvement for your office:

a. _____

b. _____

c. _____

d. _____

Transportation Form

With the high number of state officers and the limited number of adults at some of the Colorado FBLA activities, in addition to adult drivers, we utilize older student drivers to help transport officers to different locations. With doing so we need permission from the parents of both the student drivers to transport other students and the student riders to be able to ride with a student driver. Please fill out the release form below.

Colorado FBLA Driving Permissions

If your son or daughter will be driving a car to FBLA events please fill in the following information:

I/we hereby permit _____ to transport the other Colorado FBLA state officers in their private vehicle to locations approved by the Colorado FBLA state advisers. I understand that the officers riding with my son or daughter must have their parents' written permission to ride with my son or daughter, and I further understand that we are responsible for ensuring compliance with all state licensing and driving requirements pertaining to our son or daughter.

Insurance Policy #: _____

Insurance Carrier: _____

(Parent/Guardian Signature)

(Date)

If your son or daughter will be riding in a car driven by another FBLA officer or adviser, please sign the following:

I/we hereby permit _____ to ride in a car driven by (indicate by checking the line by approved drivers):

____ Adult State Adviser, Adult State Officer Adviser or another Colorado FBLA approved adult

____ Student State Officer. We understand that the parents of the driving state officer must have their parents' written permission to drive my son or daughter and must provide written proof of liability insurance.

(Parent/Guardian Signature)

(Date)

W-9

Each state officer and adviser receiving reimbursement will need to have a W-9 on file with Colorado FBLA and the Colorado Community College System. This form can be found online [here](#).

Travel Reimbursement Form

In order to be reimbursed, the travel reimbursement form must be completed and submitted.

State Officer Reimbursement Form

This form will be made available to state officers during their year of service.