

# State Officer Handbook 2026 – 2027



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.

Being an 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 being a state officer is encouraged to run for an office. It may sound scary, but the rewards outweigh the workload. Anyone can be a good officer if they only reach far enough for the challenge.

You are welcome at any time to contact the State Adviser or Officer Team Adviser if any questions should arise that this packet may not answer. Interested candidates are also highly encouraged to reach out to current and former State Officers for guidance through the selection process. GOOD LUCK!

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# Contents

- Chapter 1: Running for State Office.....4
  - Get Ready!.....4
  - Get Set! Candidate Qualifications.....4
    - Selection Process.....5
  - Go! State Officer Selection Process in Phases .....5
    - Phase 1: Application Process.....5
    - Phase 2: Pre-Conference Tasks .....6
    - Phase 3: Selection Process at State Conference.....7
    - Phase 4: Notification of Selection .....7
  - Local Chapter Adviser Role .....7
    - Before Students Run for Office .....7
    - If Your Officer is Selected .....7
- Chapter 2: If Selected as a State Officer.....9
  - General Responsibilities and Conduct.....9
  - State Officer Meetings .....9
  - Duties of State Officers .....9
    - E-mail, Files, Supplies and Materials .....12
  - Code of Conduct/Code of Ethics .....12
  - Sanctions .....13
  - Relationships .....13
- Chapter 3: State Officer Meetings.....15
  - State Staff Responsibilities .....15
- Chapter 4: Travel and Expenses .....16
  - Travel Authorization & Insurance .....16
  - Reimbursement Policies.....16
  - State Officer Expense Reimbursement.....16
  - Expenses Covered by Colorado FBLA.....16
  - Expenses Covered by the Officer.....17
  - Travel Tips:.....17
- Chapter 5: Public Relations & Networking .....18
  - Request for State Officer Visits .....18
  - How to Promote FBLA.....18
- Chapter 6: Required Forms & Documents .....19
  - Colorado FBLA State Officer Candidate Agreement .....20

Colorado FBLA Code of Conduct .....	21
Colorado FBLA Operating Policies and Procedures and Code of Conduct .....	22
Sanctions.....	23
Colorado FBLA Photo Release Form .....	24
Officer Information Form .....	25
State Officer Social Media Agreement.....	27
Colorado FBLA State Officer Travel Authorization Form .....	28
Suggested State Officer Travel Checklist .....	29
Monthly State Officer Report .....	30
Colorado FBLA State Officer Yearly Report/Reimbursement Form .....	31

# Chapter 1: Running for State Office

Congratulations on pursuing the challenge of running for state office! Being a state officer candidate is an accomplishment itself and a fantastic opportunity to learn, make new friends, and strengthen your communication and leadership skills. Remember, whether you are selected 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!

Being a state officer involves tremendous commitment and responsibility to the organization. As a state officer, you will have responsibility for more than 7,000 other members of the organization. **FBLA must be your top priority for an entire year.** There will be times when you may have to miss other activities. It is sometimes a sacrifice, but if you ask any past state officer, they will agree that the benefits overshadow the sacrifices tenfold.

- Read as much about FBLA as possible, including this entire document. Another important resource to review is information published on [www.coloradofbla.org](http://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 selection 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 selection 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 officer and that all 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!

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 at the Gaylord Rockies Resort, you'll hit the ground running! Refer to the email you will receive from the state officer team adviser prior to the State Leadership Conference for additional information regarding the schedule of events and responsibilities.

## Get Set! Candidate Qualifications

To be considered, all Colorado FBLA State Officer candidates must:

- ☐ be a member in good standing in an FBLA chapter at the school in which he/she is enrolled.
- ☐ have taken or be currently enrolled in a Colorado CTE approved business course.
- ☐ be approved by his/her local adviser and local chapter.
- ☐ have at least one full school year remaining in the business education program.
- ☐ have a minimum of a 2.5 GPA.
- ☐ have completed one year of high school before applying.
- ☐ complete the first two levels of the BAAs; Contributor and Leader.
- ☐ hold or have held a(n) s/elected office in his/her local FBLA chapter or on their district FBLA team, or held a similar office in another Career and Technical Student Organization.
- ☐ submit a complete application by the state registration deadline.

A school may have no more than (3) three candidates run in one year. An unlimited number of candidates may come from a district. Candidates **MAY** compete in any **one** competition at the state conference, if desired. Candidate competition times will be scheduled around selection committee activities. Each officer candidate must be able to

attend the following scheduled meetings if selected for office. Local chapter advisers will also attend all mandatory meetings. For virtual meetings, state officers must have reliable Internet access.

May 6, 2026	New State Officer Team and Adviser Meeting (Denver)
June 8-9, 2026	CTSO State Officer Training (Denver)
June 10-12, 2026	FBLA State Officer Training (Denver)
September 8, 2026	State Officer Team and Adviser Meeting (Denver)
September/October	District Officer Training (Virtual)
September/October (TBD)	Colorado Fall Leadership Conference (TBD)
December 3, 2026	State Officer Team and Adviser Meeting (Denver)
January / February 2027	District Leadership Conferences (Your Local DLC)
March 2, 2027	State Officer Team Meeting (Denver) – advisers do not attend
March 3, 2027	Middle School State Leadership Conference (TBD – subject to change based on venue availability)
April 24 – 27, 2027	State Leadership Conference (Aurora)*
August – April	Monthly Membership Meetings Online – once a month (Virtual)
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. To be eligible, a student:

- Must have been an FBLA member for at least one year
- May not be from the same chapter as any officer candidate

## Go! State Officer Selection Process in Phases

State officers (see titles in Chapter 2) are selected at the State Leadership Conference. The Executive Vice President position is reserved for a candidate running for a national office (except Parliamentarian). If a district does not have a candidate running or does not have a candidate that scores over 80% during the selection process, that position will be unfilled for the year and the Board Member and District Officers will host the District Leadership Conference.

It is not too early to start planning! Colorado FBLA encourages all interested candidates to carefully review this handbook and create a schedule to complete all requirements neatly and thoroughly.

### Phase 1: Application Process

Interested members will apply through the [online application process](#) for a state office by the established deadline. The following items will be submitted online:

- 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 in professional attire. This photo will be used as your candidate photo for the State Leadership

Conference as well as for any beginning state officer promotions. This doesn't need to be taken by a professional.

- Recommendation letter from your local FBLA adviser
- Unofficial transcripts
- Signed Code of Conduct Form
- A professionally-written article relating to FBLA about your experience in FBLA, submitted to [submitted to the Colorado FBLA Today newsletter](#). (200-300 words) Deadline date: March 2, 2026
- Up to a two-minute 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 who have already served on the state officer team wishing to rerun 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 the appointed Selection Committee at the State Leadership Conference.

## National Officer Candidates

If you are interested in running for an elected National Office (Western Region VP, President, Secretary, Treasurer, or Parliamentarian) with the intention of remaining the Colorado Executive VP if not elected to National Office, you must:

- Submit all Colorado State Officer materials.
- Participate in the Selection Process at the State Leadership Conference and be in the top 2 candidates as selected by the Selection Committee. 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 and Colorado State Officer Team Adviser after 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 and not remaining as the Colorado Executive Vice President if not elected to National Office, 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 and Colorado State Officer Team Adviser after 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: Pre-Conference Tasks

Some candidate activities will take place prior to SLC, including, but not limited to:

- 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 their ability to help you as a State Officer.
- What is your best asset? What is your worst trait?
- Give four adjectives that best describe you. Why?
- Describe how you will balance the duties of state officer with academics, chapter responsibilities, work, etc.
- 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 3: Selection Process at State Conference

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 may include but are not limited to the following:

- An individual interview with selection committee members
- Colorado FBLA State Officer Knowledge Test (described more below)
- Session rehearsals with multimedia company
- Optional networking opportunities
- Those interested in National Office or office of President will have an additional interview with the State Adviser and State Officer Team Adviser at SLC.

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 held 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 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 at the State Leadership Conference. When you return home, celebrate your huge accomplishment and share your news with family, friends, media, school, and your community.

Work with your adviser to discuss what things will be like if you are selected and if you are not. Make sure you understand that being selected 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.

## Local Chapter Adviser Role

Advisers of FBLA State Officers will be expected to attend the May, September, and December State Officer Meetings at the CCCS Offices in Lowry. Potential time commitments for the local adviser and student should be discussed with administrators before having a state officer candidate, especially with more schools limiting teachers' time away from school.

## Before Students Run for Office

Local chapter advisers play a very important role in the state officer experience. Advisers should help potential candidates carefully review this Handbook, so they understand the full extent of their responsibilities. Candidates must be willing to make FBLA their priority for the year of their term. The local adviser should also be honest with the State Officer Team Adviser about their endorsement, or not, of their candidate.

As the officer's adviser, you will provide an important support system throughout their term. Help your candidate feel more prepared to run for office by practicing interview questions, their FBLA "elevator speech" and expressing themselves. You will get information about the candidate's assigned meeting times and locations during the State Leadership Conference. Communication from the State Office is primarily done through 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. State Officer Chapter Advisers 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 Advisers. It's important to develop a clear understanding, so you can fulfill your obligations to the fullest.

\*Carefully review the list of required meetings outlined on Page 5 and described in detail in Chapter 3. If you are unable to attend a meeting that is required for local advisers, please find an alternative school adult to attend with your officer.

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.

### **Chapter Adviser Responsibilities**

- Set up regular meetings with your State Officer to review upcoming deadlines, keep them organized, and provide input on speeches, workshop ideas, and email drafts
- Communicate openly with the State Officer Team Adviser and State Adviser about any concerns throughout the term
- Attend all required State Officer meetings with their officer
- Submit any required documentation to State Officer Team Adviser and State Adviser
- Support your State Officer as a mentor throughout their term

### **Travel Reimbursement Policies**

Chapter advisers can be reimbursed for mileage when attending the State Officer meetings. See the Officer Reimbursement Policies in Chapter 4, which includes information applicable to the local chapter adviser.



# Chapter 2: If Selected as a State Officer

Once selected as a state officer, remember that you have been selected 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. To accomplish all tasks, it is a good idea to establish a schedule and practice good time management skills.

## 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 must be made, so be prepared to manage them positively.

As a state officer, you are an extremely visible role model, even when you are not wearing your uniform. Your behavior should be an example for the entire membership. You reflect the image of Colorado FBLA, so dress and act appropriately. The official uniform makes a strong and proud statement about the organization and should be worn whenever you are representing FBLA. 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.

Communication is extremely important 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. It's a good idea to set up a weekly meeting with your chapter adviser to share ideas and upcoming events. You may also want to hold monthly meetings with a school administrator to keep them informed about your activities and maintain a supportive working relationship.

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.

State Officers will plan and implement their participation in the District Officer Training, Monthly Membership Meetings, Fall Leadership Conference, District Leadership Conferences and State Leadership Conferences, and chapter meeting(s) as requested.

## State Officer Meetings

The officers meet a few times during the year, as described in Chapter 1 of this Handbook. The officers will also meet via conference call or electronic meetings when necessary. At these meetings, State Officers shall

- Develop good communication skills with fellow state officers, state advisers, chapter advisers, the Colorado FBLA Board of Directors, and other guests.
- Prepare and share reports and express ideas in the planning of Colorado FBLA state activities.
- Assist in public relations, legislative, recruitment, and other activities related to Colorado FBLA.

## 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, and work with the Board and State Adviser 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 Officer Training. The basis for the State Officer Team goals and objectives should be consistent with the state and national goals.

**All state officers have the following specific duties:**

- Attend all State Officer meetings, in their entirety, including virtual Monthly Membership Meetings.
- Assist with the planning of the Fall Leadership Conference, District Officer Training, and Middle School Conference.
- Attend Fall Leadership Conference and their District Leadership Conference
- Attend all days of the Colorado Career and Technical Student Organization Leadership Conference (during the summer).
- Assist in planning and running the Colorado Fall Leadership Conference (usually held in September/October).
- Assist in planning and running District Officer Training (virtually held in October)
- Attend the Middle and High School State Leadership Conferences (most expenses paid by Colorado FBLA).
- Follow and abide by the State Officer Code of Conduct.
- Grow as an FBLA member by completing BAAs.
- Submit required documents to State Adviser and State Officer Team Adviser(s) on time.
  - Officer Forms, Monthly Officer Report, Event Reflections, Newsletter articles, social media posts, etc.
- Obtain at least \$150.00 in sponsorships by February 1.
- Make a minimum of two local chapter visitations (virtual or in-person)
- Officers can attend the National Leadership Conference with their local chapter (optional).
- Officers can attend the National Fall Leadership Conference with their local chapter (optional).
- Responsible for other duties as delegated by State Adviser or State Officer Team Adviser(s).
- Be familiar with the duties and responsibilities for all State Officer positions.

**Duties of the State President**

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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 Officer Adviser to prepare for State Officer Meetings.
- Serve as a voting delegate at the National Leadership Conference following his/her selection, if attending.
- 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.
- 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.
- Organize and preside over Monthly Membership Meetings.
- Assist the Vice Presidents as they organize the Service, Education, and Progress areas of the Program of Work.
- Organize a President's Council to add to the Colorado Program of Work and help them implement their ideas.
- Delegate tasks to other state officers as needed throughout the term.
- Check in with the state officers individually at the beginning and middle of the term.
- Organize and follow up on due dates for state officer tasks.
- Send out a monthly update from the President.

**Duties of the National Officer Candidate/Executive Vice President**

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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.

## **Duties of the State Vice President of Service**

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

- Keep an accurate record of all officer meetings.
- Post final 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 and organizing Monthly Membership Meetings.
- Check in with State Officers to 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 Alzheimer's Association activities.
- Send out monthly updates on POW initiatives.

## **Duties of the State Vice President of Education**

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

- Organize, publish, and promote *Colorado FBLA Today* each month during the year.
- Work with the Vice President of Progress to help organize information for the different social media sites.
- 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, Champion Chapter, National education programs, competitive events, and financial literacy.
- Send out monthly updates on POW initiatives.

## **Duties of the Vice President of Progress**

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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, which may include but is not limited to:
  - Facebook, Instagram, TikTok and YouTube.
- Organize and lead the Middle School Council.
- Organize and lead the Progress Committee for the Program of Work; responsible for Colorado FBLA's public relations, outreach, sponsorships, and advocacy.
- Send out monthly updates on POW initiatives.

## **Duties of the State Officers Representing the Districts**

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

- S/Elect District Officers for their district.
- Complete a District Leadership Conference Project Plan for their district to be submitted in September.
- 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 create a Project Plan to prepare for the District Conference held in January/February. Stay in contact with the board member with any plans or ideas dealing with the district. Based

off the Project Plan as put together by the board member and local adviser, the state officer, duties for the state officer could include the following responsibilities:

- Obtain keynote and workshop presenters
- Run opening and closing session – create script, assign speaking parts
- Organize a service activity for DLC
- Organize and obtain appreciation gifts for judges/presenters
- Create social media/promotional updates
- Prepare materials for the conference (program, judge packets, event packets, etc.)
- Assist the local adviser & board member with judge recruitment, event/Room/equipment scheduling, adviser/volunteer assignments
- Work closely with the Local Chapter Adviser and the District Board Member with monthly check-ins. 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 on any district/state initiatives at least once per month.
- Visit local chapters in the district when possible.
- Work closely with the State Adviser and the State Officer Team Adviser(s).
- Assist the Executive Officers with the state Program of Work.
- Assist the President with Monthly Membership Meetings.

## E-mail, Files, Supplies and Materials

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 example: state qualifying pins, banners, etc.) also need to be passed on to the next officer. Other supplies and materials may be provided to the State Officer 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 nicotine 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 always apply appropriate leadership principles. 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:
  - Low slung jeans, overalls, extremely short shorts/dresses, skorts, exercise or bike shorts.
  - Backless, see-through, tight-fitting, spaghetti straps, strapless, midriff-baring, or low-cut clothing.
  - Visible foundation garments.
  - Denim and jean-like apparel are appropriate at 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 damage I cause to rooms or facilities.
- 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. 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

Colorado FBLA understands that high school is a time of learning and wants students to have the opportunity to recover after making poor choices. Therefore, sanctions assigned to an 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. Sanctions may range from a warning to officer improvement plan or dismissal. Any notices will be copied to the Local Chapter Adviser.

- **Warning.** 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.
- **Officer Improvement Plan.** A notice will be given to the FBLA State Officer that her/his actions are a serious Colorado FBLA State Officer Code of Conduct policy violation. Probation shall be for a designated period 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 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, if necessary.

## 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 with people that have unique personalities and different backgrounds. 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.

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

Schedule a meeting with your school administrators to share your new role. You can discuss some of your new responsibilities, especially the dates of the meetings you will be attending as a State Officer. You may want to discuss the possibility of earning school credit for your state officer term, with administrators to decide what kind of feedback they would like to grant school credit. You can share the following ways your academic skills will improve: letter writing (language), budgeting (math), public speaking (language), meeting with legislators (social studies), seeing professionals at work (career exploration).

### 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 & Friends**

Throughout the year, your family and friends will provide many kinds of support. They are probably enthusiastic and proud, and more than willing to lend a helping hand. It is very important to keep your family informed well in advance of your activities and responsibilities. Similarly, share your experiences with your friends, and include them when you can.

# Chapter 3: State Officer Meetings

Below is a summary of required meetings for state officers and their local adviser to attend during their term. Prior to all meetings, state officers are expected to discuss their responsibilities with their local chapter adviser and school administration, and to bring any required items and wear the expected uniform.

Month	Obligations	Purpose
May	In-person, officer & chapter adviser	<b>State Officer Meeting:</b> meet the team and learn officer responsibilities and review dates and general information. Meet virtually with District Board Representative. President will also attend the Board Meeting.
June	In-person, officer only	<b>State Officer Training:</b> 4-day overnight for teambuilding, conference planning, and to build the Program of Work
September	In-person, officer & chapter adviser	<b>State Officer Meeting:</b> review fall conferences and events, meet with your District Board Representative
September/ October	Virtual, officer only	<b>District Officer Training:</b> for all district officer teams, date will be scheduled during May meeting
September/ October	In-person, officer only	<b>Fall Leadership Conference:</b> State Officers lead workshops during CFLC
December	In-person, officer & chapter adviser	<b>State Officer Meeting:</b> complete planning of District Leadership Conference with
January	In-person, exec officers only	<b>Script Writing:</b> write the State Conference scripts
January/ February	In-person, officer & chapter adviser	<b>District Leadership Conferences:</b> specific duties of officers and local advisers vary by district
March	In-person, officer only	<b>State Officer Meeting &amp; MS State Leadership Conference:</b> State officers will meet to finalize MS and HS SLC planning, then stay overnight to lead the Middle School State Leadership Conference
April	In-person, officer only	<b>HS State Leadership Conference:</b> officers are required to go to the Gaylord one/two days prior to the state conference and stay for the duration

State Officers are also expected to attend virtual Monthly Membership Meetings once/month, August – April, with reliable Internet access. Program of Work committees will schedule ongoing meetings throughout the year as well.

Additionally, state officers are expected to make visits (in person or virtual) to local chapters throughout the year, and spend time outside of the required meetings to prepare correspondence, plan workshops, memorize scripts, etc.

State FBLA officers can attend additional optional meetings throughout the year, but these events would not be attended with the State Officer Team. Such events can include:

- National Leadership Conference – June-July
- National Fall Leadership Conference – November

## 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

Expenses incurred while attending a required meeting by Colorado FBLA 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.

**State officers must keep their school administration informed of all travel once elected to office.** As soon as possible after the state officer is selected, inform your school with the dates of all required FBLA meetings. If you require additional documentation from the state office, officers must email the State Adviser to request that documentation. When new meeting opportunities arise, it is the responsibility of the state officer to check with his/her school.

## Travel Authorization & Insurance

Each state officer must submit a travel authorization form to the State Officer Team Adviser at the beginning of your term. In addition to YOUR signature, the form requires your local adviser, school administrator, and parent to sign the form. You should travel the LEAST expensive way, which may mean traveling with other officers, if possible.

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.

## 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 completed Travel Reimbursement Form.
- Mileage will be reimbursed at 30 cents per mile.
- State Officers and their advisers are eligible for travel reimbursement on pre-approved travel; however, 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.
- Requests must be submitted within seven days of the date incurred or reimbursement may be denied or reduced.
- Dated receipts, if applicable, are to be submitted with the reimbursement form.

## State Officer Expense Reimbursement

- Districts will pay at least \$175 towards each officer's uniform. Each district has its own reimbursement policies.
- At the end of the term, the State Officer Team Adviser will provide a reimbursement form, for officers to complete by May 31<sup>st</sup> after the officer term. The State Adviser and State Officer Team Adviser will determine the eligibility of the officer to receive up to \$200, 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 Colorado FBLA

- An official FBLA blazer will be provided by the state organization to use for the year. A polo shirt and official name badge will also be provided to the officer.
- Complimentary registration for the Colorado Fall Leadership Conference, District Leadership Conference, and the State Leadership Conference
- 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.
- 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 must be requested no later than 2 weeks before the meeting date, and Colorado FBLA will book all hotel rooms. Any other hotel reimbursements will need pre-approval, no later than 2 weeks before the date of travel.
- Conference supplies may be covered by Colorado FBLA; requests must be at least 2 weeks prior to an event.

## Expenses Covered by the Officer

- Expenses during the SLC at which the officer is elected
- Business cards or publicity pictures the officer opts to have made
- Expenses to the National Leadership Conference and National Fall Leadership Conference, which is optional but recommended
- RELIABLE Internet access
- Postage, if applicable
- Personal cell phone bills
- Uniform expenses beyond what is covered by the State Association
- Replacement name badges, if needed
- Expenses for attending a local chapter meeting or conference outside your own district to which you are invited are to be paid by the chapter.

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.

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 of the state organization's treasury, then with the consideration of the person involved.

## Travel Tips:

- Inform school administrators, teachers, and family of plans. Give them your schedule and emergency contact information.
- Always carry your identification, state staff phone numbers, and parent contact information.
- Anticipate your financial needs and plan accordingly. It always is better to have too much money than not enough.
- 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.
- Never travel outside of a conference hotel alone. Remove name tags when outside of the hotel and use good judgement when talking to individuals not connected with FBLA.
- Lock and bolt your hotel room door and do not allow anyone not assigned to your hotel room into your space.
- Be considerate of other hotel guests when in public areas.
- Note fire escapes and other safety routes when you first check into any hotel room.
- Double check your room prior to departure to ensure you have not left anything behind.

# Chapter 5: Public Relations & Networking

Throughout the year, you will have many opportunities to spread the word about FBLA, both within the organization and to outside organizations and groups. Be prepared to make the most of each opportunity.

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, your written correspondence, 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.

## Request for State Officer Visits

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](#). The Colorado FBLA state staff will review all requests, and send them to the appropriate State Officer if approved. State Officers will then review the request and work with their local schools to schedule the visit. If the requested officer is unable to attend, the State Staff may send the request to another State Officer on the team.

### Before Attending a Meeting:

- Talk with your local adviser and school administrators. Carefully evaluate if you can accept the meeting in addition to your schoolwork and other FBLA and extracurricular obligations. If you must decline an invitation, work with the State Officer Team Adviser to help find another officer who may be able to attend.
- 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. Use visuals if they help illustrate points you wish to make.
- If you are asked to make a speech, make sure your facts are accurate. Review current information from the state organization. Ask your local chapter adviser and the State Officer Team Adviser to review your presentation with you. Use varied techniques for involving the audience.

## How to Promote FBLA

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: Required Forms & Documents

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
- Travel Authorization/Transportation Form
- Monthly Officer Reports
- Travel Reimbursement Form (optional, will be provided after travel)
- Driver's License (if applicable)
- Automobile Insurance Card (if applicable)
- State Officer Yearly Report/State Officer Reimbursement Form (will be provided during year of service)

# 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)
  - District Officer Training
  - Colorado Fall Leadership Conference(s)
  - District Leadership Conferences (attend your district’s conference and others with the approval of the State Officer and Board Member of that district)
  - State Leadership Conference (Note: State Conference has priority 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 are 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 nicotine 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.

<hr/>	<hr/>
School	FBLA District
<hr/>	<hr/>
Student	Date
<hr/>	<hr/>
Parent	Date
<hr/>	<hr/>
Local Chapter Adviser	Date
<hr/>	<hr/>
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 warning, to officer improvement plan or dismissal. There are a variety of sanctions outlined. Any notices will be copied to the Local Chapter Adviser.

1. Warning. 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. Officer Improvement Plan. 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 selected)	_____ 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 website) 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

Medication

Dosage

Frequency

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

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### 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/eyesight problem |  |

Please give details to the above checked medical problems:

\_\_\_\_\_

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### 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: \_\_\_\_\_

# Colorado FBLA State Officer Travel Authorization Form

Name of Officer: \_\_\_\_\_

Date: \_\_\_\_\_

This form will serve as authorization for attendance for the following Colorado FBLA Activities during their term in office:

State Officer Meetings – May, Sept., Dec., March (Denver), FBLA State Officer Training – June (Denver), CTSO State Officer Training – June (Denver), Fall Leadership Conf. – TBD, District Leadership Conf. – TBD, State Leadership Conf. – April (Aurora), Approved Chapter Visits, Other events as assigned .

**State Officers:** Prior to the date of each activity, the officer must be in communication with his/her parents, his/her adviser, his/her school officials, and the state advisers noting the mode of transportation and leave times. The officer realizes all schoolwork and/or other responsibilities missed will need to be completed and made up prior to the event. Understand that you are representing Colorado FBLA and need to adhere to all policies/procedures of the organization.

**Officer & Parent(s)/Guardian(s):** Please be aware that if the officer does not behave in accordance with policies/procedures of Colorado FBLA, you may be asked to leave the event at your expense, may have to reimburse the school/chapter/organization for the expenses incurred through the activity, and/or may be removed from office.

**School Administrator:** Understand that the state officer needs to communicate with all parties involved AND maintain schoolwork and other responsibilities missed during the event. All students must adhere to their school district's transportation policies and procedures.

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

- Mileage to be reimbursed per Colorado FBLA policy if reimbursement form is submitted within one week of the event.
- Lodging, when approved, will be arranged by Colorado FBLA. Other, such as parking fees, when approved.

\_\_\_\_\_  
State Officer

\_\_\_\_\_  
Chapter Adviser

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Principal/Administrator

**Officer Driving Permissions** Parents/Guardians please initial next to any/all statements that you approve and sign below.

\_\_\_\_\_ I/We permit our son/daughter to drive themselves to Colorado FBLA events. I/We understand that they must have current driving insurance (policy number will be included below) and submit a copy of their driver's license, and we are responsible for ensuring compliance with all state licensing and driving requirements pertaining to our child.

\_\_\_\_\_ I/We hereby permit our son/daughter to be driven by an adult State Adviser, State Officer Adviser, or other Colorado FBLA approved adult during Colorado FBLA events.

\_\_\_\_\_ I/We hereby permit our son/daughter to be driven by another FBLA State Officer. I/We understand that the parents of the driver must have provided written permission to drive other officers and must have provided written proof of liability insurance.

\_\_\_\_\_ I/We hereby permit our son/daughter to transport other Colorado FBLA state officers in their private vehicle to locations approved by the Colorado FBLA state advisers during an event/training. I understand that the officers riding with my son or daughter must have their parents' signed permission to ride with my son or daughter, and I further understand that.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## 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

### MEN

- \_\_\_\_\_ Shaving supplies
- \_\_\_\_\_ Neck tie (plus an extra tie)
- \_\_\_\_\_ Socks

- \_\_\_\_\_ Q-tips
- \_\_\_\_\_ Fingernail clippers
- \_\_\_\_\_ Aspirin & other needed medicines

### 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

# Monthly State Officer Report

Officers will complete at the end of each month

**NAME:**

**POSITION:**

**Covering the month of:**

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?

**State Officer Digital Signature:**

Number of times met with local adviser throughout the month:

**Local Adviser Summary:**

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

Glow	Grows
<ul style="list-style-type: none"><li></li><li></li></ul>	<ul style="list-style-type: none"><li></li><li></li></ul>

**Adviser Digital Signature:**

**Board Member Summary: (Execs will come from State Advisers)**

Insert a summary of your performance throughout the month from your Board Member below:

Glow	Grows
<ul style="list-style-type: none"><li></li><li></li></ul>	<ul style="list-style-type: none"><li></li><li></li></ul>

**Adviser Digital Signature:**

# Colorado FBLA State Officer Yearly Report/Reimbursement Form

\*\* A digital form covering the information below will be emailed to State Officers during their term.

- Name, Office, Mailing Address
- Check of duties (MOR submissions, Event Reflection submissions, Meetings attended, Training attended, CFLC & DOT attendance, social media posts contributed, articles submitted, MMMs attended/run, State Sponsorships, Chapter Visits, Star Members awarded, POW items completed, other Office specific duties, other district/state/national events, etc.)
- Data for the organization (miles traveled for the organization, days spent on FBLA, number of speeches given, number of letters/emails received/written, chapters visited, personal money spent on FBLA business)
- Reflection on areas of growth as a state officer.
- Reflection of what skills/lessons you will take from this experience and how it applies to your future.
- Suggestions for improvement or tips for your position.