

# BB/ADM -- PA FBLA State Officer Candidate Appl p2

## Adviser Component

Congratulations on your student's decision to run for an office within PA FBLA. In seeking election, all applicants must complete an online application with multiple components. As an adviser, it is your responsibility to guide, mentor, encourage, and support your student in all he/she does as part of this election process AND during his/her term of office should your student be elected/appointed.

## Adviser Requirements

1. It is the adviser's responsibility to work with your student, his/her parents, and the school administration to secure all necessary approvals as required by your school system.
2. Once all approvals are received, it is the adviser's responsibility to review all parts of your student's online application and the documents that are going to be submitted.
3. It is the adviser's responsibility to review all documents prior to the submission of the application as found on the PA FBLA web site -- state officer section/applying for an office.
4. It is the responsibility of the adviser to make sure there is funding in place to cover all expenses not covered by PA FBLA should your student be elected/appointed to state office.
5. It is the adviser's responsibility to write a letter of recommendation on behalf of his/her student and to upload as part of the online adviser component.

Letters are to be addressed to:

Mr. Bruce E. Boncal  
Executive Director/State Chairman  
Pennsylvania FBLA  
PO Box 5085  
Jersey Shore, PA 17740

6. It is the adviser's responsibility to collect the other letters of recommendation written on behalf of your student and upload them as part of the online adviser component.
7. It is the adviser's responsibility to complete an "adviser questionnaire" that is part of this online WuFoo form. Please be as thorough and as complete with your answers as possible as you are painting a picture of your student and yourself to the evaluation committee. It is suggested you complete your answers in a basic word processor and copy your answers into the form.

We look forward to having you and your student participate in the election process.

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## Applicant Information Section

**Name \***

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Title

First

Last

Suffix

**My student is applying for the following position (select one): \***

Select One	▼
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**School \***

**Student's Current Grade Level \***

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### Adviser Information Section

**Name of Adviser 1 Who Will Be Responsible for the Officer, if elected \***

   

Title      First      Last      Suffix

**Adviser 1 Email Address \***

**Adviser 1 Cell Phone \***

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###      ###      ####

**Can you receive texts at this cell phone? \***

Yes     No

**Name of Adviser 2 Who Will Be Responsible for the Officer, if elected**

   

Title      First      Last      Suffix

**Adviser 2 Email Address**

**Adviser 2 Cell Phone**

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**Can you receive texts at this cell phone?**

Yes     No

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### Adviser Questionnaire

It is recommended you compose your answers in a word processing document; proof and edit in the word processing document; and then copy and paste them into this form.

**When thinking of your state officer applicant, what three words come to mind? Please explain your reasoning for choosing each word. \***

**How many years have you served as a local chapter adviser? Have you ever served as a state officer adviser before? If so, please identify the year(s) and the name(s) of the student(s) and office(s) held. \***

**What will be your student's responsibilities if elected to the position for which he/she has applied, and how will you help your student complete his/her responsibilities? \***

**One of the most important aspects of a state officer and adviser relationship is the ability to communicate and work together as a team. Explain the team dynamic between you and your state officer candidate. \***

**Do you have any concerns about your candidate being able to perform the duties required of a state officer? If so, please explain. \***

**How do you plan to schedule your time to assist the officer in accomplishing his/her duties? \***

**What do you believe are your responsibilities when serving as an adviser to a state officer? \***

**Do you have any concerns juggling professional duties, personal issues, and having a state officer? Why or why not? Please explain. \***

**Were there any concerns or difficulties raised by your school district administrators in approving your student to run for state office? Please explain. \***

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## Upload Letters of Recommendation

This section of the application will require you to upload in PDF format multiple documents that will complete your state officer candidate's packet. Please follow the directions below.

### Upload Adviser's Letter of Recommendation \*

 

### Upload School Administrator or School Counselor Letter of Recommendation \*

 

### Upload Other Teacher, Coach, or Employer Letter of Recommendation \*

 

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## Adviser Certification Statements

Please respond to the questions found below.

**I certify that I have reviewed the information on the State Officer section of the PA FBLA web site dealing with "applying for office." <http://www.pafbla.org/StateOfficers/ApplyingForOffice.php> \***

Yes  No

**I certify that the information I have provided on this application is true and correct and that I am supporting my student's candidacy for state office. \***

Yes  No

**I certify I have reviewed the responses to the questions that my student has submitted as part of his/her application. \***

Yes  No

**I certify that I am aware of the commitment to accompany my student to all PA FBLA functions where he/she will be in attendance. \***

Yes  No

**I certify that I have read the Executive Committee Responsibilities document on the "state officer/applying for an office" section of the PA FBLA web site. \***

Yes  No

**I certify that I have read the Procedure for Becoming a State Officer document on the "state officer/applying for an office" section of the PA FBLA web site. \***

Yes  No

**I certify that I have read the State Officer Accountability Regulations document on the "state officer/applying for an office" section of the PA FBLA web site. \***

Yes  No

**I certify that I have read the State Officer Travel Policy document on the "state officer/applying for an office" section of the PA FBLA web site. \***

Yes  No

**I certify that I have read the State Officer Anticipated Expenses document on the "state officer/applying for an office" section of the PA FBLA web site. \***

Yes  No

**I certify that I am aware of the mandatory attendance at one of the two state officer candidate face-to-face interviews in Hershey either on February 11, 2017, or February 25 2017, and that my student and I will be in attendance. \***

Yes  No

**I certify that I am aware of the mandatory May 19–21, 2017, Executive Committee meeting and do not have any conflicts which would prevent me from attending that meeting with my student. \***

Yes  No

**I certify that I am aware of the mandatory June 27–July 3, 2017, National Leadership Conference and do not have any conflicts which would prevent me from attending the NLC with my student. \***

Yes  No

**I certify that I am aware of the mandatory November 4, 2017, Executive Committee meeting and the November 5–6, 2017, State**

**Leadership Workshop and do not have any conflicts which would prevent me from attending that meeting with my student. \***

Yes  No

**I certify that I am aware of the mandatory January 26–28, 2018, Executive Committee meeting and do not have any conflicts which would prevent me from attending that meeting. \***

Yes  No

**I certify that I am aware of the mandatory April 7–8, 2018, Executive Committee meeting and the April 9–11, 2018, State Leadership Conference and do not have any conflicts which would prevent me from attending that meeting with my student \***

Yes  No

**Is there anything else about you that the evaluation committee should know?**

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**Type the characters from the image below. \***



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