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- ✓ The interview must be attended by you and your local chapter adviser
 - ✓ You may not report to this interview alone, nor with a parent
 - Failure to comply will result in your name being removed from the ballot
 - ✓ Failure to report to your scheduled interview will result in your name being removed from the ballot
 - ✓ Professional FBLA business attire is required by candidate and adviser for the interview
 - ✓ During the interview, you will be evaluated on specific criteria
 - Please see the attached rubric for evaluation

Note: Personal interviews will be held at the Hershey Lodge in Hershey, PA on Saturday, March 10, 2012, and Saturday, March 17, 2012. You are only required to attend one interview session.

During the week of February 19-25, 2012, a podcast will be available on the state web site that all officer candidates and their advisers will be expected to view. Kristi Ryland, state adviser, will provide separate sets of materials for candidates and their advisers to complete and to be returned to her by the deadline that will be published with the materials. The podcast will replace the mandatory conference call for officer candidates and their advisers.

STATE OFFICER APPLICANT QUESTIONNAIRE

The following questions are to be typed and submitted as part of the applicant's packet. This is your chance to explain further any comments made in your resume or letter of application. Be sure your answers are as complete as possible. Please limit your responses to two typewritten pages.

Why do you wish to become a state officer of Pennsylvania FBLA?

Why do you believe that you are qualified to be a state officer?

What will be the principal duties of the office you seek? How do you plan to schedule your time to accomplish these tasks?

From a personal standpoint, what has being a member of FBLA done for you?

If elected, what projects would you encourage the state officer team to consider to enhance PA FBLA and why?

How have you helped promote FBLA within your local school?

What do you believe is the fundamental reason for the success of PA FBLA? How could you enhance this success at the state level?

What do you believe is the role of regional officers?

STATE OFFICER ADVISER APPLICANT QUESTIONNAIRE

The following questions are to be typed and submitted as part of the applicant's packet. In order for the state officer to have a positive officer experience, it is absolutely necessary that his/her adviser assumes an active part and complete the team element. Thus, we are requiring all state officer advisers to complete a questionnaire as well and it will become part of the officer application packet.

When thinking of your state officer applicant, what three words come to mind?

How many years have you served as a local chapter adviser?

What will be the principle duties of the office your candidate wishes to seek? How do you plan to schedule your time to assist the officer in accomplishing these tasks?

What do you believe is the most fundamental element of 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.

PA FBLA STATE OFFICER APPLICATION

Review pages 56-60 of the PA FBLA Policy/Leadership Handbook for a listing of the responsibilities of each office *before* completing this application. Also review Article III of the state chapter bylaws for qualifications. Vice Presidents at Large **must** have at least two full years remaining as an active member and need not have held any elective office. See the special note for parliamentarian below.

NAME _____ CURRENT GRADE LEVEL _____

SCHOOL _____ SCHOOL PHONE _____
include area code

SCHOOL ADDRESS _____
include complete mailing address

HOME ADDRESS _____
include complete mailing address

HOME PHONE _____ CELL PHONE _____
include area code include area code

STUDENT E-MAIL ADDRESS _____

PARENTS'/GUARDIANS' NAMES _____
list first name/last name of each parent/guardian

PRINCIPAL NAME _____

SUPERINTENDENT NAME _____

ADVISER(S) WHO WILL BE RESPONSIBLE FOR THE OFFICER _____

ADVISER E-MAIL ADDRESS _____

ADVISER CELL PHONE _____
include area code

I would like to be considered as a candidate for the following office: (check one)

President First Vice President Secretary Treasurer
 Reporter Vice/President At Large Parliamentarian

Note: The office of parliamentarian is not an elective office; any member who is eligible may apply. The candidate for the office of parliamentarian who has completed the officer candidate application packet and scored the highest on the written portion of the Parliamentary Procedure event at the SLC will be appointed.

If a candidate is running for the office of president or first vice president, he/she must have held an FBLA office at the local, region, or state level.

I currently hold or have held the following elective office(s) in either a local, regional, or state FBLA chapter or a comparable office in an organization on the approved list of national activities released by the National Association of Secondary School Principals.

I agree to attend and participate in the following meetings:

Chapter advisers must provide transportation and attend the following meetings with their state officer. Lodging and meal expenses of the student and one adviser are financed in accordance with the approved state chapter budget. All transportation costs for the student and adviser to in-state meetings plus expenses of the adviser for the National Leadership Conference and the State Leadership Conference (except for the extra day for the SLC) should be paid by the respective school district. See the "Anticipated Costs for a State Officer" posted on the PA FBLA web site for more information.

Tentative Dates/Locations – Subject to Change

May 18-19, 2012	Board of Directors Meeting, Hershey (President, First Vice President, and Respective Advisers only)
June 8-10, 2012	Executive Committee Meeting, Hershey
June 27-July 3, 2012	National Leadership Conference, San Antonio, Texas
October 14, 2012	Executive Committee Meeting, Location TBD (Saturday before SLW)
October 15-16, 2012	State Leadership Workshop, Location TBD National Fall Leadership Conference
November 2-3, 2012	Indianapolis, Indiana
November 9-10, 2012	Denver, Colorado
November 16-17, 2012	Charlotte, North Carolina (optional event unless Pennsylvania is the host state).
November 8, 2012	Board of Directors Conference Call or Live Chat Meeting (President, First Vice President, and Respective Advisers only)
January 18-19, 2013 (tentative)	Board of Directors Meeting, Hershey (President, First Vice President, and Respective Advisers only)
April 13-14, 2013	Executive Committee Meeting, Hershey (Saturday/Sunday before SLC)
April 15-17, 2013	State Leadership Conference, Hershey

2012-2013 School Year

Additional meetings that the officer will have the option of attending (based on funding):
Institute for Leaders
Pennsylvania Business Education Association Conference
Various regional meetings
Other meetings as directed by the Executive Director/State Chairman AND State Adviser

To become a state officer of Pennsylvania FBLA requires a commitment on the part of all parties involved. In order to make that commitment, each party must understand their responsibility in this leadership experience. In order for this application to be accepted, all appropriate signatures must be completed.

CERTIFICATION BY APPLICANT

If elected to serve as a PA FBLA state officer, I agree to: (place an X in each box and sign)

- I have read pages 56-60 and 93-94 of the PA FBLA Policy/Leadership Handbook and understand the duties of the office of which I am seeking
- Represent PA FBLA to the best of my ability
- Be financially liable for costs incurred for my training/travel if I resign from my position for reasons other than those deemed catastrophic or medical
- Perform all assigned officer responsibilities
- Maintain the highest degree of personal honor, integrity, and ethics

Candidate's Signature

Date

CERTIFICATION OF PARENT/GUARDIAN

I/we are willing for our son/daughter to be a state officer in PA FBLA should he/she be elected/appointed. I/we realize that additional time and effort will be required by my/our child in this position and that travel in and out of the state during the year can be expected. I/we will cooperate with my/our child in the fulfilling of the responsibilities of the office.

Parent's/Guardian's Signature

Date

CERTIFICATION BY LOCAL CHAPTER ADVISER

If _____ is elected/appointed, I agree to: (place an X in each box and sign)

- I have read pages 56-60 and 93-94 of the PA FBLA Policy/Leadership Handbook and understand the duties of an adviser to a state officer
- Support this officer if he/she is elected
- Ensure that all school policies regarding travel and absences are followed
- Ensure that school officials are appropriately informed of officer activities
- Monitor the officer's academic program
- Assist the officer with the successful performance of his/her duties and responsibilities

Adviser's Signature

Date

CERTIFICATION BY SCHOOL ADMINISTRATORS

If _____ is elected/appointed, I agree to: (place an X in each box and sign)

- We have read pages 56-60 and 93-94 of the PA FBLA Policy/Leadership Handbook and understand the duties of state officers and their advisers
- Support this officer if he/she is elected
- Support the adviser's role throughout the year, including attendance at required events

Principal's Signature

Date

Superintendent's Signature

Date

CANDIDATE QUESTIONS FOR INTERVIEW

(Note: ***NOT*** to be shared with candidate)

There are approximately 20 questions about Pennsylvania and National FBLA that will be asked of the candidate.

PA FBLA STATE OFFICER CANDIDATE INTERVIEW RATING SHEET

CANDIDATE _____ OFFICE _____

	Clearly Not Demonstrated	Poor/Rarely Demonstrated	Below Average Demonstration	Average Demonstration	Good Demonstration	Exceeds Expectations	Expected Values	Total Points
PROFESSIONALISM								
Professional appearance	0	1-2	3-4	5-6	7-8	9-10	8	
Proper greeting, introduction, and closing	0	1-2	3-4	5-6	7-8	9-10	6	
Poise, maturity, attitude	0	1-2	3-4	5-6	7-8	9-10	6	
Communication skills	0	1-2	3-4	5-6	7-8	9-10	6	
Self-confidence, initiative, assertiveness	0	1-2	3-4	5-6	7-8	9-10	6	
LEADERSHIP								
Participation/leadership in FBLA	0	1-2	3-4	5-6	7-8	9-10	7	
Participation in other school and/or community organizations	0	1-2	3-4	5-6	7-8	9-10	6	
Potential leadership qualities	0	1-2	3-4	5-6	7-8	9-10	7	
COMMUNICATION								
Materials: <ul style="list-style-type: none"> • Cover Letter • Resume • Transcript • Officer Q/A • Adviser Q/A • 3 Reference Letters 	0 (No Materials other than application page submitted)	2 (Missing 4+ Materials)	4 (Missing 3 Materials)	6 (Missing 2 materials)	8 (Missing 1 material)	10 (Has All Materials)	10	
Proper Business Style	0 (7+ errors)	2 (6 errors)	4 (5 errors)	6 (3-4 errors)	8 (1-2 errors)	10 (0 errors)	8	
Clear and concise presentation of facts with logical arrangement	0	1-2	3-4	5-6	7-8	9-10	7	
Correct grammar, punctuation, & spelling	0 (7+ errors)	2 (6 errors)	4 (5 errors)	6 (3-4 errors)	8 (1-2 errors)	10 (0 errors)	8	
FBLA Knowledge Exam (50 questions, multiple choice, & fill in blank about general FBLA knowledge, and PA FBLA Policy/Leadership Handbook)	100%-96%: 10 points 95%-91%: 9 points 90%-86%: 8 points 85%-81%: 7 points 80%-76%: 6 points 50% and below: 0 points		75%-71%: 5 points 70%-66%: 4 points 65%-61%: 3 points 60%-56%: 2 points 55%-51%: 1 point				5 (75%)	
Total Rating Score								