
APPENDIX I PA FBLA STATE OFFICER CANDIDATE GUIDELINES

**PLEASE READ CAREFULLY THROUGH ALL MATERIALS.
FAILURE TO FOLLOW ALL GUIDELINES WILL RESULT IN YOUR NAME
NOT BEING PLACED ON THE BALLOT.**

Congratulations on your decision to run for an office within PA FBLA. In seeking election, all applicants must complete the following requirements. All elements **must be** completed, or your name will not be placed on the ballot.

OFFICER CANDIDATE

The following elements must be included in your state officer application uploaded via the online Wufoo form.

<https://pafbla.wufoo.com/forms/kljateqv08emv1i/>

The state officer candidate's adviser also has an online component to be completed and upload via the online WuFoo form.

<https://pafbla.wufoo.com/forms/zflvm6p0itw6xd/>

Submissions must be completely uploaded by 11:59PM EST on January 15, 2017, and will be received by Bruce E. Boncal, PA FBLA Executive Director/State Chairman.

Please note: No individual file can exceed 10MB of size when uploading into the Wufoo.

UPLOAD A RESUME (PDF Format)

Include current GPA, any offices/leadership positions held, FBLA activities, any other experiences, and business classes taken.

UPLOAD A ONE-PAGE LETTER OF APPLICATION (PDF Format)

Include qualifications and reasons why you would be an asset to the PA FBLA state officer team. For proper letter format, please reference the Personal Letter Sample found in the FBLA-PBL Format Guide.

Letter is to be addressed to: Mr. Bruce E. Boncal
Executive Director/State Chairman
Pennsylvania FBLA
PO Box 5085
Jersey Shore, PA 17740

COMPLETE THE ONLINE QUESTIONNAIRE

These answers are to be as complete and detailed as possible. This is your opportunity to expand upon any comments made in your letter of application and/or resume.

UPLOAD AN OFFICIAL TRANSCRIPT (PDF Format)

SUBMIT A COMPLETED STATE OFFICER ADVISER ONLINE QUESTIONNAIRE

SECURE THREE RECOMMENDATION LETTERS TO BE UPLOADED BY YOUR ADVISER (PDF Format)

Note: letters are to be signed by the creator and the original scanned into PDF Format

- ✓ Your local chapter adviser
- ✓ School administrator or counselor
- ✓ Coach, teacher, or employer

Letter is to be addressed to: Mr. Bruce E. Boncal
Executive Director/State Chairman
Pennsylvania FBLA
PO Box 5085
Jersey Shore, PA 17740

Upon receipt of your officer application submission, you will receive written documentation from Miss Kristi Ryland, State Adviser, regarding the required Podcast, as well as your interview, which are the next two elements of the state officer candidate process.

- ✓ 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: Interviews will be held at the Hershey Lodge in Hershey, PA on Saturday, February 11, 2017, and Saturday, February 25, 2017. You are only required to attend one interview session.

In addition, officer candidate and adviser must view a podcast and complete the required online questions relating to the Podcast. The Podcast and required online questions will be made available for viewing for one week, from January 23-27, 2017. Podcast response is due January 29, 2017 at 9:00PM EST.

State officer candidates will be required to attend a mandatory state officer candidate briefing meeting on Sunday, April 02, 2017, at the Hershey Lodge. Specific meeting details will be provided by the state adviser.

If you have any questions about the process, please contact Miss Kristi Ryland, State Adviser, at kryland@pafbla.us.

STATE OFFICER APPLICANT QUESTIONNAIRE

The following questions are to be **TYPED** and entered into the WuFoo form 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 total for all questions.

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

Why do you believe that you are qualified for the state officer position for which you applied?

What will be the principal duties of the office you seek?

How do you plan to schedule your time to complete the tasks/assignments associated with being a state officer?

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

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

What have you personally done to help 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?

STATE OFFICER ADVISER APPLICANT QUESTIONNAIRE

The following questions are to be **TYPED** and entered into the Adviser WuFoo form 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. **These questions should be completed by the adviser who will serve as the main adviser to the state officer candidate.**

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 an adviser to a state officer before? If so, when and to what state officer positions?

What will be your student's responsibilities if elected to the position for which he/she has applied?

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.

PA FBLA STATE OFFICER APPLICATION

THE INFORMATION BELOW WILL NEED TO BE TYPED INTO THE ONLINE APPLICATION. THE FORM BELOW IS A WORKSHEET FOR THAT PURPOSE AND DOES NOT NEED TO BE COMPLETED.

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 _____ CURENNT 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)

<input type="checkbox"/>	President	<input type="checkbox"/>	First Vice President	<input type="checkbox"/>	Secretary	<input type="checkbox"/>	Treasurer
<input type="checkbox"/>	Reporter	<input type="checkbox"/>	Vice President at Large	<input type="checkbox"/>	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 19-20, 2017	Board of Directors Meeting, Hershey (President, First Vice President, and Respective Advisers only)
May 19-21, 2017	Executive Committee Meeting, Kalahari Resort, Pocono Manor
June 27 – July 3, 2017	National Leadership Conference, Anaheim, California
November 4, 2017	Executive Committee Meeting (before SLW), Kalahari Resort, Pocono Manor
November 5-6, 2017	State Leadership Workshop, Kalahari Resort, Pocono Manor
November 2017	National Fall Leadership Conference: Locations TBD *The NFLC is option for state officers unless PA is the host state. When the NFLC is held outside of the Eastern Region, the officers' adviser is responsible for the state officer's supervision and arranging his/her lodging.
January 26-27, 2018	Board of Directors Meeting, Hershey (President, First Vice President, and Respective Advisers only)
January 26-28, 2017	Executive Committee Meeting, Hershey
April 7-8, 2018	Executive Committee Meeting, Hershey
April 9-11, 2018	State Leadership Conference, Hershey

Meetings via Live Classroom as Necessary

All dates/locations in the above schedule are subject to change. Notification of any changes will be provided as soon as the information becomes available

2017-2018 School Year

Additional meetings that the officer will have the option of attending such as Institute for Leaders, Pennsylvania Business Education Association Conference, and various regional meetings.

CERTIFICATION FORM

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.

APPROVAL SIGNATURES PAGE

PA FBLA State Officer Candidate Application

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 the state officer candidate's application to be accepted, all appropriate signatures must be completed.

Applicant Signature

- Yes No I have reviewed the officer candidate section on the PA FBLA web site titled "applying for office" and all of the documents on that page. URL: <http://www.pafbla.org/StateOfficers/ApplyingForOffice.php>
- Yes No I agree to represent PA FBLA to the best of my ability.
- Yes No I agree to perform all assigned state officer responsibilities by the published deadlines.
- Yes No I agree to maintain the highest degree of personal honor, integrity, and ethics.

Candidate's Signature

Date

Parent/Guardian's Signature

I/we are willing for our son/daughter to be a PA FBLA state officer 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 fulfilling the responsibilities of this office.

I/we understand my child's mandatory attendance at PA FBLA meetings based on the published schedule on the PA FBLA web site. I also understand that we will be financially liable and will reimburse PA FBLA for any costs incurred for training/travel should my child choose to "drop out" as a state officer unless something catastrophic, medical, or legal occur.

I/we have reviewed the officer candidate section on the PA FBLA web site titled "applying for office" and all of the documents on that page. URL: <http://www.pafbla.org/StateOfficers/ApplyingForOffice.php>

Parent's Signature(s)

Date

FBLA Adviser Signature

- Yes No I have reviewed the officer candidate section on the PA FBLA web site titled "applying for office" and all of the documents on that page. URL: <http://www.pafbla.org/StateOfficers/ApplyingForOffice.php>
- Yes No I agree to support and assist my candidate in the successful performance of his/her duties if he/she is elected.
- Yes No I agree to ensure that all school and PA FBLA policies regarding travel, absences, and academics are followed.
- Yes No I agree to ensure that all school officials are appropriately informed of officer activities.
- Yes No I agree to monitor the officer's academic progress.

FBLA Adviser Signature

Date

School Administrator Signature(s)

- Yes No I have reviewed the officer candidate section on the PA FBLA web site titled "applying for office" and all of the documents on that page. URL: <http://www.pafbla.org/StateOfficers/ApplyingForOffice.php>
- Yes No I agree to support and assist my school's officer in the successful performance of his/her duties if he/she is elected.
- Yes No I agree to provide the necessary time and financial commitment to my school's state officer and his/her adviser to attend the required PA FBLA functions.

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								

Revised 9/2011