

LAWRENCE/NELSON FBLA CHAPTER OFFICER CANDIDATE APPLICATION

(Print in Ink or Type)

In addition to this application, include a completed *Officer Contract* and a *typed paper*, NO MORE THAN one page, *describing why you feel you will make a good officer for the Lawrence/Nelson Future Business Leaders of America and what you will bring to this organization.

1. Personal Information:

Name: _____
(Last) (First) (Middle Initial)

Date of Birth _____ Gender _____ Grade Level _____

Home Address: _____
(Address/City/State/Zip) (Area Code/Phone Number)

Parents/Guardians: _____
(First and Last Names)

Phone Numbers: _____
(FBLA Members Home Number) (Parent/Guardian's Work Number)

Email Address: _____

2. I wish to be considered as a candidate for:

Rank 1-6 (with 1 being the highest) all that you wish to be considered for.

Series I

_____ President

_____ Vice President

*A Series I officer must have attended an
FBLA Conference (SLC or FLC)

Series II

_____ Secretary

_____ Treasurer

_____ Reporter

_____ Historian

_____ Parliamentarian or JH Officer Position

3. How many hours per week do you feel you could devote to FBLA (at least one hour per week is recommended)? _____

4. Check all the Business Education courses you have taken:

_____ Keyboarding 9

_____ Advanced Computers

_____ Business Law

_____ Economics

_____ General Business/Intro to Business

_____ Info Tech 10

_____ Accounting I

_____ Accounting II

_____ Junior High Computer Classes

_____ Other: _____

5. Check all the Business Courses you plan to take next year:

_____ Keyboarding

_____ Advanced Computers

_____ Business Law

_____ Economics

_____ General Business/Intro to Business

_____ Info Tech 10

_____ Accounting I

_____ Accounting II

_____ Junior High Computer Classes

_____ Other: _____

Completed Applications & Contracts must be turned in No Later than *FRIDAY, JULY 26TH*

6. In which other organizations do you hold or are being considered for an officer position for the 2013-2014 school year and which position? (Example: 4-H Secretary, Student Council President, etc.)

7. List your past activities within your school's extra-curricular activities (offices held, committees served, honors/awards won, captain of any team, participation, etc.)

8. List your activities in any other youth, civic, social, class, or church groups (include offices held, honors won, etc.)

9. List public speaking experience and/or presentations your have been involved with.

10. Do you have a job at the present time or do you plan to work during the next school year? If yes, explain.

11. What do you plan on doing upon graduation from high school?

REFERENCES:

Please find two teachers or other individuals who can validate your leadership skills. These references should SIGN their names in the space provided below. Remember these people can be contacted.

Reference Signature

Reference Signature

Candidates realize that by running for office he/she is committing to attend a local summer leadership retreat on August 2nd, 2013, at the Manna Resort; the Fall Officer Leadership Conference on September 24th, 2013 in Kearney, NE; and the State Leadership Conference April 3rd – 5th, 2014. Officers will be asked to attend additional activities and be assigned duties to enable the program of work of the local FBLA chapter. He/she agree to fulfill **all** assigned duties to the best of his/her abilities and with cooperation of the local adviser.

Officer Candidate's Signature

Date

Parents Signature

Date

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LAWRENCE/NELSON FBLA CHAPTER OFFICER CANDIDATE CONTRACT

(Print in Ink)

Being a FBLA Officer requires a commitment to the Chapter and its members. Please respond to the questions below regarding your commitment to FBLA. If elected to an office, this will become your FBLA OFFICER CONTRACT and you will be held responsible for your answers. If you cannot answer “yes” to all of the following questions, your application will not be considered. You and a parent/guardian must sign this contract to be considered for an office.

1. Have you read and become familiar with the duties of the office(s) you are seeking? _____
2. Will you attend all of the planning meetings, including summer meetings that are needed to plan our activities for the year? _____
3. Will you attend the Officer Retreat (August 2nd, 2013); Fall Leadership (September 24th, 2013) and State Leadership (April 3rd – 5th, 2013) Conferences? _____

NOTE: The State Leadership Conference is held the same time as State FFA, and you can only attend FFA or FBLA – not both!

4. Will you work for the FBLA Quality Member Award given at State Leadership Conference? _____
5. Will you complete all assigned duties that go with your office? _____
6. Are you willing to be a positive influence and good role model for all members? _____
7. Are you willing to relinquish your FBLA officer position if you choose not to be a positive influence and good role model by violating any of the *Lawrence/Nelson Student Handbook* policies related to drugs, alcohol and tobacco or other major handbook violations?

8. Are you willing to work to recruit new members and welcome those new members? _____
9. Are you willing to give a speech to FBLA members regarding your participation in FBLA and goals you have for this chapter? _____

I have read the preceding questions and agree to abide by my answers to the best of my ability.

(FBLA Officer-Applicant Signature)

(Date)

(Parent/Guardian Signature)

(Date)

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Lawrence/Nelson FBLA Officer Duties

President

- Run meetings and know proper procedures
- Set up agenda with advisor
- Organize activities with the adviser
- Assist adviser in appointing appropriate committees and committee chairmen
- Prepare correspondence as needed, such as invitations and thank you notes for Fun Days, area meeting, etc.
- Keep in close contact and assist committee chairs

Vice President

- Organize and oversee membership recruitment
- Preside over meetings when president is absent
- Assist committee chairs
- Tally and report community service hours for Tally It Up Project
- Organize and create sign-up sheets for activities and meetings
- Prepare and maintain the 50-, 100-, 150-, 200-point club lists
- Announce the members-of-the month at activity meetings and prepares certificates
- Preside as chairman of the program committee

Secretary

- Take roll and minutes at executive and membership meetings
- Keep record of member's points
- Keep an accurate record of all business meetings of the Lawrence/Nelson Chapter
- Supply at least one copy of the minutes and sustaining reports within one week of the meeting to the FBLA officers, adviser, and keep one copy for the secretary's files
- Organizing and planning Secretaries Week in April

Treasurer

- Chair fundraising activities
- Collect money from members for dues and fundraising events, etc.
- Accurately record all receipts and expenditures in the financial record book
- Prepares a monthly financial statement for officer and activity meetings

Reporter

- Write news articles on all chapter activities (approximately 20 articles for the year)
- Submit approved articles to *The Locomotive Gazette*, *the FBLA Pledge*, *the school newspaper/website* and *Tomorrow's Business Leader*
- Keep an up-to-date file of all news articles written
- Act as the public relations officer for the chapter

Historian

- Keep all information for scrapbook
- Take pictures at activities (If you can't attend an activity, you must find someone to take pictures for you)
- Create and maintain the FBLA bulletin boards
- Prepare a scrapbook to be submitted at the State Leadership Conference

Parliamentarian OR Junior High Officer Position

- Advise the president on the orderly conduct in accordance with the FBLA Bylaws and the current edition of Robert's Rules of Order, Newly Revised
- Make sure parliamentary procedure is used at all activity meetings, officer meetings, and special meetings
- Supervise the preparation and reparation of meeting areas and furniture
- Assist officers in their duties, especially with member's points
- Arrange meetings to teach interested members the basics of parliamentary procedure

All Officers

- At least one officer will be on each committee
- Attend the Officer Retreat in August; FLC in September; and SLC in March/April
- Prepare any assigned report for SLC
- Attend and complete all FBLA activities unless excused ahead of time by the adviser
- Perform various other duties for the promotion and development of FBLA