

LAWRENCE/NELSON FBLA CHAPTER OFFICER CANDIDATE APPLICATION

(Print in Ink or Type)

Officer selection is based on each of following components equally:

25% Application

25% Previous year's points

25% Interview

25% Member vote

*As part of this application, include

1) a completed **Officer Contract** (attached) AND

2) a **typed essay**, 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 (this year) _____

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

Parents/Guardians: _____
(First and Last Names)

Phone Numbers: _____
(FBLA Member's Cell Phone Number) (Parent/Guardian's Cell or Work Number)

Email Address: _____

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

Rank (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

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:

_____ Info Technology 1	_____ Accounting I
_____ Info Technology 2	_____ Accounting II
_____ Bus Law/Entrepreneurship	_____ Journalism
_____ Personal Finance	_____ Other: _____

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

_____ Info Technology 1	_____ Accounting I
_____ Info Technology 2	_____ Accounting II
_____ Bus Law/Entrepreneurship	_____ Journalism
_____ Personal Finance	_____ Other: _____

Completed Application, Essay & Contract must be turned in No Later than ***APRIL 15TH***.

6. In which other organizations do you hold or are being considered for an officer position for the next school year and which position? (Example: 4-H Secretary, Student Council President, etc.)
Please do not overcommit yourself to too many officer positions.

7. List your past activities in FBLA (offices held, committees served, honors/awards won, chapter participation). *Hint:* Look back at previous years' points for participation points.

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

9. List your public speaking and/or presentation experience.

10. Do you have a job at the present time or do you plan to work during the next school year? If yes, explain (where, how often, hours, etc.).

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

REFERENCES:

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

Reference Signature

Reference Signature

Candidates realize that by running for office he/she is committing to attend a local summer leadership retreat, the Fall Officer Leadership Conference **WHICH WILL BE HELD IN SEPTEMBER**, and qualify to attend the State Leadership Conference **WHICH IS NORMALLY THE FIRST WEEKEND OF APRIL**. 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 agrees to fulfill *all* assigned duties to the best of his/her abilities and with cooperation of the local adviser.

Officer Candidate's Signature

Date

Parent 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 FLC (**September**) and SLC (**April**)? Do you agree to put forth the required effort to EARN your way to attend SLC? _____
4. Will you earn 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 according to proper parliamentary procedure
- Set up meeting agendas with adviser
- 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
- Chair and coordinate the Local Annual Business Report

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
- 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
- Organize and plan Administrative Professionals Day 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
- Write and prepare graphs and documents for the Financial section of the Local Annual Business Report

Reporter

- Write news articles on all chapter activities
- Write monthly articles for the Lawrence/Nelson newsletter
- Submit approved articles to *The Locomotive Gazette*, *The Pledge*, 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

- Collect all information for scrapbook
- Submit pictures for the articles the Reporter writes for various articles
- 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 board
- Maintain the FBLA website
- Prepare a scrapbook to be submitted at the State Leadership Conference

Parliamentarian

- 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 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
- Attend a summer officer retreat
- Perform various other duties for the promotion and development of FBLA
- Encourage individual and chapter participation