



## Maryland FBLA State Officer Application Uniform Information Sheet

### All candidates

Print your first/last name as it should appear on polo shirt: \_\_\_\_\_

### Female candidates

Skirt size: \_\_\_\_\_ (Choose one: 0, 2, 4, 6, 8, 10, 12, 14, 16, & 18)

Dress shirt size: \_\_\_\_\_ (Choose one: S/M/L/XL/2X/3X)

Ladies Polo Shirt: \_\_\_\_\_ (Choose one: XS/S/M/L/XL/2X/3X)

Blazer size: \_\_\_\_\_ (Choose one: 0, 2, 4, 6, 8, 10, 12, 14, 16, 18, & 20)

### Male candidates

Pant size: \_\_\_\_\_ waist \_\_\_\_\_ length (Ex: 30" W x 30" L)

Dress shirt size: \_\_\_\_\_ (Choose one: S, M, L, XL, 2X, or 3X)

Dress shirt measurements: \_\_\_\_\_ neck \_\_\_\_\_ sleeves (Ex: 15" N x 34" S)

Men's Polo Shirt: \_\_\_\_\_ (Choose one: XS/S/M/L/XL/2X/3X)

Blazer size: \_\_\_\_\_ (Choose one: 36, 38, 40, 42, 44, 46, & 48)

Blazer length: \_\_\_\_\_ (Choose one: Regular or Long)

### State Officer Attendance at Events/Activities Commitment

If elected, I will commit to attend all of the required activities/meetings listed below. Failure to attend any required event with or without notice will be subject to resignation or removal from office. List an explanation below for any 'no' answers to the required activities listed below.

Yes	No	Event	Dates	
		Organizational meeting with state officer team	One Saturday in April/May 2022 – 9am to 4pm	<b>Required</b>
		MD FBLA State Officer Leadership Academy	Online Experience on various dates from May-October	<b>Required</b>
		National Leadership Conference	Chicago, IL - June 29 to July 2, 2022	<b>Required</b>
		State Officer Training	2 days in early August 2022	<b>Required</b>
		State Fall Leadership Conference	November 2, 2022 ( <i>tentative date</i> )	<b>Required</b>
		National Fall Leadership Conference	November 2022	<b>Optional</b>
		Regional Conference	1 day in January 2023	<b>Required</b>
		State Leadership Conference	March 8 - 11, 2023	<b>Required</b>
		State Executive Meetings/Calls	approximately 1 per month on weekdays or weekends	<b>Required</b>
		Chapter Visits	approximately 5 visits during 2022-23 school year	<b>Required</b>
		Organizational meeting with succeeding officer team	April or May 2023 (one Saturday)	<b>Required</b>

If you answered 'no' to any required activity, please explain why you cannot participate:

**State Officer Transportation Requirements**

Do you have a driver's license?            Yes            No

If no, indicate how you plan to attend all required meetings and other activities (as part of the explanation, please specifically identify your sources of transportation):

Do you have a vehicle or access to a vehicle you can use to attend the required meetings?            Yes            No

If no, please indicate specifically how you will be able to attend the required meetings:

**State Officer Application Communication Requirements**

Do you have the ability to access e-mail on a daily basis?            Yes            No

If no, please indicate how you will be able to check e-mail daily and respond to FBLA related e-mails within 24 hours:

Do you have a cell phone and a text plan and can access it on a daily basis?            Yes            No

If no, please indicate what other access to telephone service you have to be able to be reached by phone by a member of the Board, state officers, local chapters, and others:

**FBLA Experience/Participation and Other School/Community Involvement Worksheet**

A. Level of FBLA Experience/Participation.

- 1. Number of years in FBLA \_\_\_\_\_ Number of years in FBLA Middle Level \_\_\_\_\_
- 2. FBLA Conferences attended
  
- 3. Offices held in local/regional/state FBLA chapter
  
- 4. Demonstration of leadership (beyond offices held)
  
- 5. FBLA Awards and Recognition
  
- 6. Business subjects completed, currently enrolled in, and to be enrolled in for term of office (also circle/underline on attached transcript)

7. Indicate FBLA Business Achievement Awards earned.

	Contributor (required)	Leader	Advocate	Capstone
(check each earned)				
Date earned				
Pending date earned				

**FBLA Experience/Participation and Other School/Community Involvement Worksheet (continued)**

B. Explanation of non-FBLA time commitments and other activities and how they may affect your service as a state officer (home responsibilities, organizations, occupation, etc.).

1. Work experience and current commitment to your occupation (hours per week, flexibility to take time off for FBLA related activities, etc.).
  
2. Other school/sport/community organization involvement. List event/activity, level of participation, and time commitment. Specifically identify hours per week and flexibility to take time off for FBLA related activities.
  
3. List any other factors that may limit your commitment to activities and time to devote to state officer duties (including, but not limited, to religious obligations, personal/home factors, etc.)

**Other Documents (to be completed as separate attachments)**

Essay on why you are seeking state office. List specific goals for office sought, what you feel is the role of a State Officer, and any other information you may wish to share with the Candidate Screening Committee. Response must be a typed word document (up to 1 page, single spaced, 12 point type, 1” margins on all sides) and presented as a separate document with name/office and titled “Essay on why I am seeking State Office.” Upload as separate PDF document with the State Officer Application.

**\*\*File name format must be as follows: *Essay-Office-LastNameFirstInitial.PDF***

High School Transcript (upload as separate PDF document with the State Officer Application; business courses should be circled or underlined on the transcript).

**\*\*File name format must be as follows: *Transcript-Office-LastNameFirstInitial.PDF***

Resume (include 1 to 2 pages uploaded as separate PDF document with the State Officer Application).

**\*\*File format must be as follows: *Resume-Office-LastNameFirstInitial.PDF***

State Officer Application Certification (signatures) – Your State Officer Application must be reviewed, approved, and certified by you and your advisor, principal, CTE director, and parent/legal guardian. In order to facilitate this review, print your completed application, the other required documents (essay, transcript, and resume), and the State Officer Candidate Handbook so the individuals required to sign the certification document can complete their review. Print a copy of the State Officer Application Certification document and obtain the required signatures. Once the document is completed, scan all pages as a PDF. (upload as a separate PDF document with the State Officer Application).

**\*\*File name format must be as follows: *Cert-Office-LastNameFirstInitial.PDF***

State Officer Application –

**\*\*File name format must be as follows: *SOA-Office-LastNameFirstInitial.PDF***

**\*\*Examples of file name format:**

- File format for ‘Office’ is: President; VP; SecTreas; RepHist; Parli; R1VP; R2VP; R3VP; R4VP; R5VP.
- File format examples: SOA-VP-JonesD.PDF; Cert-R1VP-DoeJ.PDF, Resume-Parli-SmithP.PDF, etc.

## **State Officer Application Submission Instructions:**

Submit your completed application and other required materials by 5 p.m. February 23, 2022 at the following address: <https://mdfbla.wufoo.com/forms/2022-md-fbla-state-officer-application/>

**All documents/attachments must be saved as PDF documents! This application document must be form-filled. No handwritten or scanned applications will be accepted.**