

Officer Candidate Name

I. State Officer Candidate Information

Candidate Name: _____

School: _____

State Office Sought: _____

II. State Officer Application Certification

I attest that all information presented in the State Officer Application as well as the required attachments (essay, high school transcript, and resume) are true and accurate.

Candidate Signature: _____ Date: _____

We have reviewed the student’s completed State Officer Application as well as the required attachments (essay, high school transcript, and resume) and attest that they are true and accurate. We fully support this candidate for state office.

Parent/Guardian Signature: _____ Date: _____

Advisor’s Signature: _____ Date: _____

III. State Officer Candidate Handbook Acknowledgement

I have fully read and understand the Maryland FBLA State Officer Candidate Handbook (“Handbook”). If elected or appointed as a state officer for Maryland FBLA, I will carry out my responsibilities in accordance with the Handbook and understand that I may be removed from office at any time by the FBLA Board of Directors if I do not completely adhere to these established standards for State Officers. Furthermore, I understand and accept that these standards and regulations apply to all official and unofficial FBLA activities during my term of office.

Candidate Signature: _____ Date: _____

We, the Parent/Guardian and Chapter Advisor, have fully read and understand the Maryland FBLA State Officer Candidate Handbook (“Handbook”). We understand if elected or appointed as a state officer for Maryland FBLA, the student is expected to carry out his/her responsibilities in accordance with the Handbook and understand they may be removed from office at any time by the FBLA Board of Directors if they do not completely adhere to these established standards for State Officers.

Parent/Guardian Signature: _____ Date: _____

Advisor’s Signature: _____ Date: _____

Officer Candidate Name

IV. Code of Conduct, Code of Ethics, and Events/Activities Commitment

I have read and understand the Code of Conduct, Code of Ethics, and Events/Activities Commitment. If elected or appointed as a state officer for Maryland FBLA, I will carry out my responsibilities in accordance with these statements and understand that I may be removed from office at any time by the FBLA Board of Directors if I do not completely adhere to these established standards for State Officers. Furthermore, I understand and accept that these standards and regulations apply to all official and unofficial FBLA activities during my term of office.

Candidate Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

We, the Chapter Advisor and School Principal, have reviewed the applicant’s scholastic ability, upcoming school/personal workload, and the Code of Conduct, Code of Ethics, and Events/Activities Commitment and recommend them for Maryland FBLA state office.

Advisor’s Signature: _____ Date: _____

Principal’s Signature: _____ Date: _____

I, the Chapter Advisor, will attend the organizational meeting with the state officer team on the date specified in the Events/Activities Commitment section of the state officer application. I understand that both my state officer’s attendance and my attendance are required at this meeting. In addition, the chapter advisor commits to submitting dues to National and Maryland FBLA-PBL for the officer and at least four other members on or before October 20.

Advisor’s Signature: _____ Date: _____

_____ Officer Candidate Name

V. Certification of the State Officer Candidate

Certification by Local Chapter (Advisor & Chapter President) and School Principal

The credentials for this candidate are included in the State Officer Application and attachments. To the best of our knowledge, our candidate meets the qualifications specified in this application for the office sought and is recommended by a two-thirds vote of the total membership of our chapter. If elected or appointed, our candidate will receive the enthusiastic support of the chapter, school, and advisor, in the execution of the duties of this office. We have read the State Officer Candidate Handbook, including but not limited to the Code of Conduct, Code of Ethics, and Events/Activities Commitment, and agree to assist our candidate as necessary in their leadership development.

_____ Chapter President	_____ Chapter Advisor	_____ School Principal
_____ Date	_____ Date	_____ Date

Certification by Parent/Guardian

If my son/daughter is elected to state office, I understand that he/she will be required to commit to and attend all activities as specified in this State Officer Application and Handbook. In addition, he/she will be expected to fully participate in all other meetings and events called by Maryland FBLA. As parent/guardian, I/we will support our child and assist as necessary with travel, monetary assistance, and moral support of their leadership development. I/We have read the State Officer Candidate Handbook, including but not limited to the Code of Conduct, Code of Ethics, and Events/Activities Commitment and agree to assist our child as necessary in their leadership development. I/We grant permission to Maryland FBLA to put my/our son/daughter's name, FBLA office, FBLA office e-mail address, school information, picture(s), and/or video(s) on the Maryland FBLA web site and in other materials published, displayed, exhibited or disseminated in any and all forms of media or distribution.

_____ Parent/Guardian	_____ Print Name
_____ Date	_____ Cell Phone

_____ Officer Candidate Name

V. Certification of the State Officer Candidate (continued)

Certification by Officer Candidate

I agree to adhere to the state officer candidate rules and regulations and, if elected or appointed, will fulfill the duties and responsibilities of the state office as stated in this State Officer Application and the State Officer Candidate Handbook. I have read the State Officer Candidate Handbook, including but not limited to the Code of Conduct, Code of Ethics, and Events/Activities Commitment, and agree to these items in my leadership development.

State Officer Candidate

Date

Reimbursement Certification

I agree to reimburse Maryland FBLA for costs associated with service as a state officer in the event that I am unable to complete my term of office. Resignation may include non-medical reasons; removal from office for failure to follow the State Officer Candidate Handbook, including but not limited to the Code of Conduct, Code of Ethics, Events/Activities Commitment, Communication Requirements, and Transportation Requirements; failure to maintain the required GPA; and/or other circumstances not becoming of an FBLA State Officer.

State Officer Candidate

Chapter Advisor

Parent/Guardian

Date

Date

Date

Officer Candidate Name

VI. Campaign Rules and Regulations Acknowledgement Sheet

Candidate Acknowledgement (all candidates complete this)

I have read the Campaign Rules and Regulations and agree to abide by the terms listed.

Officer Candidate

Date

Chapter Advisor

Date

Regional Officer Candidates (regional vice president candidate only)

I have read the Campaign Rules and Regulations and agree to abide by the terms listed. Furthermore, **I understand that my local chapter is responsible for conducting the Regional Conference in January.** Our local chapter will work with the State Director, local CTE Director, and Maryland FBLA Board of Directors to conduct this conference. I understand that certain time and expenses are involved in running the Regional Conference. I understand that our chapter is responsible for securing judges for the performance events at the Regional Conference and that these judges must be business professionals, community leaders, and/or government officials. Under no circumstances may teachers serve as judges. Our chapter will provide the date, alternate date (for inclement weather), and location of our Regional Conference to the Board of Directors by June 15. If we will not be able to provide the date by this time, we will indicate, in a separate letter to the Board of Directors to be included with this completed application, an estimate of when we will provide the date, alternate date, and location of our Regional Conference. Any questions or concerns I have about conducting the regional conference have been answered and addressed.

Officer Candidate

Date

Regional Officer Advisors and CTE Director (regional vice president candidates only)

We, the local chapter advisor and the local CTE Director, have read the Campaign Rules and Regulations and agree to abide by the terms listed. **Furthermore, I understand the following:**

- Our local chapter is responsible for planning and conducting the Regional Conference in January. Our local chapter will work with the State Director, local CTE Director, and Maryland FBLA Board of Directors to conduct this conference.
- Certain time and expenses are involved in running the Regional Conference and those are the responsibility of my chapter. If my regional vice president resigns or is removed from state office, my chapter and county is still responsible for conducting the Regional Conference.
- Our chapter is responsible for securing judges for the performance events at the Regional Conference and these judges must be business professionals, community leaders, and/or government officials. Under no circumstances may teachers serve as judges.
- Our chapter will provide the date, alternate date (for inclement weather), and location of our Regional Conference to the Board of Directors by June 15. If we will not be able to provide the date by this time, we will indicate, in a separate letter to the Board of Directors to be included with this completed application, an estimate of when we will provide the date, alternate date, and location of our Regional Conference.

Any questions or concerns I have about conducting the regional conference have been answered and addressed.

Advisor's Signature: _____ Date: _____

CTE Director's Signature: _____ Date: _____