

MARYLAND

Future Business Leaders of America



2021

**STATE OFFICER CANDIDATE
HANDBOOK**

MARYLAND FBLA 2021 STATE OFFICER CANDIDATE HANDBOOK

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2021 DATES AND DEADLINES

State Officer Application deadline: **February 24, 2021**

State Officer Application conditional acceptance date: **March 1, 2021**

Candidate Screening Materials deadline: **March 12, 2021**

Candidate Interview and Screening Meeting date: **March 13, 2021**

State Officer Candidate Final Acceptance Notification: **March 17, 2021**

Campaign Bio/Statement & Video deadline: **March 26, 2021**

Campaign Bio/Statement & Video acceptance date: **March 31, 2021**

All items with a deadline are due no later than 5 p.m. on the dates listed above.

PREFACE

Maryland FBLA is a dynamic student organization in search of chapter members that are seeking to expand their leadership ability and serve the State Chapter. If nominated and elected or appointed, you will have a unique opportunity to further develop and strengthen your personal and leadership skills and improve FBLA in Maryland.

Maryland FBLA places a great amount of trust and responsibility in its state officers. As such, choosing to run for state office is a decision that should be made with careful thought and consideration. State officers are required to attend a number of conferences, meetings, and training sessions that will require both school and parental approval and support. In addition, other meetings, special events, and local chapter visits are also required. Members should consult with their chapter membership, chapter advisor, school administration, local CTE director, and parents before making a decision to seek state office.

Maryland FBLA is in search of individuals who have a sincere commitment to FBLA to serve as its state officers. If you are enthusiastic about the opportunity to serve your fellow Maryland FBLA members as a state officer, and you are willing and able to commit the necessary time to participate in the many activities and events involved, then talk with your parents and advisor and submit your complete application for review by the Candidate Screening Committee.

Deadline for receipt of State Officer Application materials is listed in the State Officer Application. The application and all application materials are submitted online.

NATIONAL OFFICER APPLICANTS

Candidates that are interested in seeking National Office must complete the “Maryland FBLA-PBL Statement of Interest – National Office” form and submit it to the Maryland FBLA Board of Directors by the same deadline as the State Officer Application. The Candidate Screening Committee and Board of Directors will review the application(s) and conduct an interview with the candidate(s) at a virtual meeting in conjunction with the Virtual State Leadership Conference. A vote will be taken by the Board of Directors and only one National Officer Candidate will be submitted to the National Office to run for office.

QUALIFICATIONS AND PREREQUISITES FOR STATE OFFICER APPLICANTS

1. Candidates for state office are presented to the Board of Directors Candidate Screening Committee for nomination upon a majority vote of the members of their local chapter. All portions of the State Officer Application must be completed and all certifications, related forms, and signatures obtained by the prescribed deadline. If an application is incomplete, late, has missing information, certifications, or signatures, or does not follow prescribed instructions will be disqualified. No extensions will be granted.
2. The Board of Directors Candidate Screening Committee will review all applications in advance of the State Leadership Conference (SLC). Only those applicants who complete all required application requirements, pass the state officer screening test, and pass the state officer screening interview and meeting will be officially certified by the Candidate Screening Committee and approved by the Board of Directors and be eligible to run for state office or be appointed at the SLC.
3. Candidates must qualify for office and adhere to all campaign rules and regulations according to the state bylaws and the qualifications and guidelines set forth in this document and by the Board of Directors. If there is any instance where there is a conflict in any published documents, the guidelines set forth by the Board of Directors shall supersede any other documents in effect.
4. Only active dues-paid members are eligible to hold state office.
5. Only two candidates may run for state office from any one active chapter. Candidates from the same chapter may not run for the same office. Those members taking the Parliamentary Procedure exam for the appointed office of State Parliamentarian are not included in this number.
6. To be considered for an elected or appointed office in the state chapter, a candidate shall:
 - a. have at least one full year remaining in his/her business program;
 - b. hold or have held an elective office in his/her local chapter;
 - c. have completed the Future Level of the BAA Program; and
 - d. achieve a minimum 50% score on the state officer candidate screening test.
7. Candidates for the office of State President must be a current or past state officer or have served as a local chapter officer for two years.
8. In the event that there are no candidates nominated for a particular state office prior to the SLC, provisions will be made to accept applications before and after the SLC subject to the same guidelines listed herein, or as prescribed the Board of Directors. The Board of Directors may appoint a student as a state officer if a vacancy exists after elections are held at the State Leadership Conference.
9. Candidates running for state office must be enrolled in a Maryland high school and maintain a minimum 2.5 GPA during their term of office. Candidates must have at least one year remaining in their high school program and must hold or have held an elected office in their local FBLA chapter.
10. Candidates may not change offices once their application has been submitted unless approved by the Board of Directors for limited circumstances only.
11. Candidates for state office must be registered for and participate in the SLC. The local chapter advisor must also register for the SLC. Candidates must submit a video of their officer speech and other campaign materials as described on page 8 of this document. Candidates for the appointed office of State Parliamentarian do not run a campaign or submit an officer speech video.

GUIDELINES FOR ELECTIONS, TERM OF OFFICE, AND DUTIES OF STATE OFFICERS

Elections. The president, vice-president, secretary-treasurer, and reporter-historian shall be elected by a ballot vote of the voting delegates. The regional vice-presidents shall be elected by a ballot vote by the local voting delegates of respective regions. The office of Parliamentarian is an appointed office and is based upon the top score on the objective test. A majority vote shall be required for election to office. Voting delegates may vote not to elect a candidate. If a candidate or the no-vote option does not receive a majority vote on the third vote for an office, the candidate receiving the lowest number of votes for that vote shall be dropped from the fourth vote. If necessary, the candidate receiving the lowest number of votes shall be dropped from each subsequent vote until one candidate or the no vote option receives a majority of the votes.

Term of Office. State officers shall be elected for one year or until their successors are elected or appointed. Their term of office shall begin at the close of the State Leadership Conference at which they were elected or appointed and end at the close of the next State Leadership Conference.

Duties of Officers. Listed below are the duties of all elected and appointed state officers.

State President:

1. Serve as a member of the Board of Directors;
2. Serve as chair of the State Officer Executive Committee;
3. Preside over the committee meetings and delegate assemblies of the chapter;
4. Maintain a close and continuing relationship with the Board of Directors, State Officer Advisor, and State Officer Coach;
5. Maintain a close and continuing relationship with all state officers, including regularly scheduled one-on-one conversations with each member of the state officer team;
6. Perform other duties for the promotion and development of local, regional, and state activities; and
7. Perform other duties as prescribed by the Board of Directors and/or State Officer Advisor.

State Vice President:

1. Assist the President and other officers in duties assigned to him/her;
2. Assist the Reporter-Historian with writing *Tomorrow's Business Leader* articles;
3. Preside over all chapter meeting and meeting of the State Officer Executive Committee in the President's absence; and
4. Perform other duties as directed to them by the President, Board of Directors, and/or State Officer Advisor.

Regional Vice Presidents (Region 1, 2, 3, 4, and 5):

1. Assist in planning and conducting a regional leadership conference;
2. Coordinate activities within their region;
3. Develop resources for the website Member Center; and
4. Perform other duties as directed to them by the President, Board of Directors, and/or State Officer Advisor.

Secretary-Treasurer:

1. Perform all duties common to this office, such as keeping an accurate record of the sessions of the state convention and of the state officer executive committee;
2. Provide one copy of minutes and any substantiating reports to the Board of Directors for the permanent files within ten working days after the state conventions and state officer executive committee meetings;
3. Assist the Board of Directors in connection with financial matters;
4. Assist the Reporter-Historian in the writing of press releases for state events/activities;
5. Maintain existing website database of former state officers and assist the Board of Directors in locating additional state officer teams to create a more accurate database; and
6. Perform other duties as directed to them by the President, Board of Directors, and/or State Officer Advisor.

Reporter-Historian:

1. Keep a record of the meetings and other activities of the chapter throughout the year and submit all records to the Board of Directors at the end of the term;
2. Organize a virtual document of historical records and keep it up to date with local, state, and national items of interest concerning FBLA;
3. Produce and post on the Maryland FBLA website a monthly state newsletter following guidelines prescribed by the Board of Directors;
4. Submit articles to National FBLA-PBL, Inc. for publication in its member magazine and its website following guidelines prescribed by the Board of Directors;
5. Design, develop, maintain, and promote the state chapter's official website following the guidelines prescribed by the Board of Directors and ensure the website contains current information and is updated timely;
6. Ensure the website is functioning properly, including all e-mail addresses, links, video, and downloads;
7. Serve as the public relations liaison between National FBLA-PBL, Inc. and Maryland FBLA as well as between local chapters and Maryland FBLA;
8. Maintain and post to all Maryland FBLA social media accounts following the guidelines prescribed by the Board of Directors; and
9. Perform other duties as directed to them by the President, Board of Directors, and/or State Officer Advisor.

Parliamentarian:

1. Advise the president of the orderly conduct of business in accordance with state chapter bylaws and *Robert's Rules of Order Newly Revised*;
2. Be responsible for the orderly conduct of business during meetings of the executive committee, delegate assemblies, and conventions;
3. Promote the work of the parliamentarian in local chapters;
4. Serve as a liaison to Middle Level FBLA; and
5. Perform other duties as directed to them by the President, Board of Directors, and/or State Officer Advisor.

CODE OF CONDUCT

If elected to state office, I will follow the Code of Conduct as listed below.

1. Be dedicated to serving the members of Maryland FBLA.
2. Be willing to commit the entire year to the activities of the Maryland FBLA State Chapter.
3. Be willing and able to travel locally, across the state, and nationally as needed.
4. Be free of commitments that will interfere with my term of office.
5. Become thoroughly knowledgeable about FBLA and its programs.
6. Work through preparation and practice to develop myself into an effective public speaker and project a desirable image of FBLA at all times.
7. Write letters, thank you notes, reports, and other correspondence in a timely manner.
8. Accept and seek constructive criticism and evaluation of my performance.
9. Keep up-to-date on current events in my community, state and nation.
10. Develop and maintain a cooperative attitude.
11. Be willing to take and follow directions as directed by those responsible to me.
12. Attend all meetings and activities promptly and in proper business attire (follow FBLA dress code and wear the state-issued state officer uniform).
13. Produce regular status reports/updates for items I am responsible for by the deadlines established by the Board of Directors.
14. Achieve the Business and Leader levels of the BAA, or if already achieved, obtain the America level of the BAA during my term of office.
15. Check e-mail, text messaging and phone daily and respond to all FBLA related e-mail, text and phone calls within 24 hours.
16. Use discretion in all circumstances to preserve the character of FBLA Officers.
17. 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 FBLA Commitment and Code of Conduct/Ethics; failure to uphold the communication or meeting requirements; failure to uphold the transportation requirements; failure to maintain the required GPA; and other circumstances not becoming of an FBLA State Officer.
18. Reimburse Maryland FBLA for costs associated with failure to attend any required meetings and/or conferences where Maryland FBLA has subsidized their attendance.
19. Make service to the Maryland FBLA state chapter my top priority after education/family obligations.

If elected or appointed as a state officer for Maryland FBLA, you are expected to carry out all responsibilities in accordance with these statements and understand that you may be removed from office at any time by the FBLA Board of Directors if you do not completely adhere to these established standards for State Officers. These standards and regulations apply to all official and unofficial FBLA activities during my term of office.

CODE OF ETHICS

If elected or appointed, I will abide by the State Officer Code of Ethics as listed below.

1. To treat all FBLA members equally and not favoring one over another.
2. To behave in a manner that conveys and commands respect without an air of superiority.
3. To maintain dignity while being personable, concerned, and interested in others.
4. To use wholesome language in all speeches and informal conversations.
5. To avoid participation in and actively discourage conversations that may belittle or degrade others.
6. To maintain proper dress and good grooming for all occasions.
7. To avoid places, activities, situations, and verbal or written comments that would in any way raise questions about my moral character or conduct.
8. To consider a boyfriend or girlfriend as secondary to officer responsibilities and consider any relationship of any type as off-limits while at official or unofficial FBLA activities.
9. To forego all alcohol, tobacco, and other drugs as limited by law while involved in official and unofficial FBLA activities and abide by all state and federal laws.
10. To participate fully in all activities, conferences, workshops, business meetings, etc. for which I have responsibility.

If elected or appointed as a state officer for Maryland FBLA, you are expected to carry out all responsibilities in accordance with these statements and understand that you may be removed from office at any time by the FBLA Board of Directors if you do not completely adhere to these established standards for State Officers. These standards and regulations apply to all official and unofficial FBLA activities during my term of office.

REQUIRED EVENTS AND ACTIVITIES

If elected or appointed as a state officer for Maryland FBLA, you are expected 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. Dates/timeframe of events are listed in the State Officer Application.

- Organizational meeting with your incoming state officer team (Advisor must also attend) **(Required)**
- MD FBLA State Officer Leadership Academy **(Required)**
- Virtual National Leadership Conference **(Required)**
- MSDE-sponsored State Officer Training **(Required)**
- State Fall Leadership Conference **(Required)**
- National Fall Leadership Conference **(Required)** during years when the NFLC is located in Baltimore or Washington, DC and **Optional** in years when NFLC is not held in Baltimore or Washington, DC)
- State Leadership Conference **(Required)**
- State Executive Meetings/Calls (approximately 1 per month on weekdays or weekends) **(Required)**
- Local Chapter Visits (approximately 5 virtual/physical visits during school year) **(Required)**
- Regional Leadership Conference **(Required)**
- Organizational meeting with the state officer team following your term **(Required)**
- Earn the Business and Leader levels of the Business Achievement Awards; if all have already been earned before becoming a state officer, then America must be completed **(Required)**
- Earn the Community Level (50 hours) of the National Community Service Awards; if a level has already been earned before becoming a state officer, then the next level must be earned (the Service level at 200 hours and/or the Achievement Level at 500 hours) **(Required)**

TRANSPORTATION REQUIREMENTS

As a state officer you will be required to visit local chapters around the state as well as attend conferences, meetings and other events as listed in the State Officer Handbook and Code of Conduct. In addition to these meetings, other meetings and events will arise during the year. These meetings/functions may occur during the school day, after school, in the evenings, and/or on the weekend. In addition, for the Maryland State Leadership Conference, state officers are required to be at the conference site a day in advance of when the conference starts and remain for the entire conference. The state officer must have access to transportation to attend these required meetings. It is the responsibility of the state officer, parent/legal guardian, and/or chapter advisor to ensure that transportation is available for the state officer to attend the meetings.

COMMUNICATION REQUIREMENTS

As a state officer you will be required to be in regular contact with other state officers, local chapters, the Board of Directors' Chairman, the State Officer Advisor, State Officer Coach and others. State officers must be able to access e-mails and texts on a daily basis and be accessible by telephone (preferably by cell phone). State officers must respond to FBLA related e-mails, texts, and telephone calls within 24 hours or sooner.

UNIFORM

All state officers will be provided a state officer uniform for use during their term of office. Each officer will be issued one name badge, one polo shirt, one tie or scarf, two dress shirts, one blazer, and one pair of pants or skirt. This uniform is to be worn at all official FBLA events. In the event that a state officer outgrows, no longer fits into, or loses any uniform item during their term of office, they are responsible for purchasing additional items through Maryland FBLA so as to match the rest of the officer team. At the conclusion of the term of office, the blazer must be returned to Maryland FBLA on the last day of the State Leadership Conference (or NLC, if attending). Any officers that resign or are removed from office must return all cleaned uniform items within 15 days or reimburse the state chapter for these items (approximately \$300).

CAMPAIGN RULES AND REGULATIONS

2021 SLC Virtual Campaign. No campaigning is permitted outside of the prescribed activities listed in this State Officer Candidate Handbook and as further described in other information that will be released to the candidates by Maryland FBLA. Campaigning is strictly prohibited before the conference. Candidates are prohibited from contacting members of other local chapters prior to the SLC. Candidates are also prohibited from distributing literature, posting an intent to run for office on web pages, including local websites, local or state message boards, social media sites (including but not limited to Facebook, Twitter, Instagram, etc.), other websites, in electronic campaign applications, or in e-mail messages.

Candidate Application Screening. All state officer application materials will be reviewed by the Candidate Screening Committee to ensure that the candidate is eligible to run and is following all proper procedures in running for office. Notice of preliminary candidate acceptance will be e-mailed to all candidates and chapter advisors.

Candidate Interview/Screening Meeting and Submission of Other Screening Materials.

All candidates for elected and appointed office must attend a Candidate Interview and Screening Meeting on the date listed in this Handbook. The purpose of the Candidate Interview and Screening Meeting is to learn more about each potential candidate for state office. The time and virtual format of the meeting will be provided to all candidates upon preliminary acceptance of their State Officer Application materials on the date listed in this Handbook. Candidates that are not able to attend this meeting will be disqualified from state office.

All candidates for elected and appointed office must submit additional qualifying screening materials for review by the Candidate Screening Committee by the date listed in this Handbook. The additional qualifying information may include, among other subjects: writing conference remarks; writing an article for submission to a publication; writing a press release or short newsletter; demonstrating the ability to edit web content and manage social media; writing a business letter; knowledge of Parliamentary Procedure; etc. The purpose of the additional qualifying screening materials is to learn more about the writing style and other capabilities of potential candidates for state office.

All candidates will complete an objective test on general knowledge of FBLA-PBL. The score of the objective test must be at least 50% or the candidate will be disqualified as a candidate for state office. The score of the objective test will be included with the candidate's photo/biography/campaign statement.

Upon completion of the Candidate Interview and Screening Meeting, as well as a review of the additional qualifying information, each candidate will be notified by the date listed in this Handbook with regard to their full acceptance as a candidate for state office and can begin preparing their campaign and campaign materials. Candidates that do not meet the minimum criteria as set by the Candidate Screening Committee and based on their knowledge test score and performance at the candidate interview meeting will be disqualified from being a candidate for state office.

Officer Candidate Objective Test. All applicants for elected office will complete an objective test on general knowledge of FBLA-PBL. Candidates should review the Maryland FBLA-PBL and National FBLA-PBL websites and all documents contained there within, the Maryland FBLA Competitive Events Handbook, and the National FBLA Chapter Management Handbook. The test will be given on a date and time prescribed by MD FBLA and a 50% minimum score must be attained. Results of the test will be provided to each candidate and will be included with the candidate's photo/biography/campaign statement.

Parliamentary Procedure Objective Test. Candidates seeking appointment as the State Parliamentarian must complete an objective test on the principles of parliamentary procedure. The test will be given on a date and time prescribed by MD FBLA. The candidate with the highest objective test score will be appointed the State Parliamentarian. In the event of a tie score between the top score candidates, a secondary objective test will be administered only to those top candidates with a tie score.

Campaign Materials. With the virtual format of the SLC, campaign materials will be limited to a photograph and a 1-page biography/campaign statement. These campaign materials must be provided to the Candidate Screening Committee by the date prescribed in this Handbook and will be approved by the Candidate Screening Committee. Upon review of these campaign materials, the Candidate Screening Committee will send an email to each candidate and advisor stating that the materials are acceptable or note any issues/problems with any of the materials described by the candidate and reviewed by the Candidate Screening Committee.

Campaign Speech. With the virtual format of the 2021 SLC, candidates for all elected state offices will prepare a pre-recorded 1-minute speech to all local voting delegates. This speech, along with the biography and candidate statement will be made available to all local voting delegates in advance of the Voting Delegate Session. Details on recording and uploading the speech will be provided to approved candidates.

Voting Session. State officer elections will take place at the Voting Delegates Session on the date of the Opening Session of the 2021 MD FBLA Virtual SLC. Voting for all elected offices will take place during this session. A majority vote is required for election. If no candidate receives a majority vote on the third ballot, the candidate receiving the lowest number of votes for that ballot will be dropped from the fourth ballot. If necessary, the candidate receiving the lowest number of votes shall be dropped from each subsequent ballot until one candidate receives a majority of votes. No more than two FBLA state officers may run or be elected from the same local chapter and may not run for the same office. The office of State Parliamentarian is an appointed position and the candidate scoring the highest on the state officer principles of Parliamentary Procedure objective test will be appointed to the position of State Parliamentarian. This individual must have at least one year remaining in his/her high school program and complete the State Officer Application by the prescribed deadline.

Election and Appointment Results. Election and appointment results will be announced during the State Awards Program.

Newly Elected State Officer Meeting. There will be a mandatory organizational meeting for all newly elected and appointed State Officers on the date listed in the State Officer Application.

Institute For Leaders Training at the Virtual NLC and/or State/Board Training. All state officers are required to attend this training session that occurs before the NLC (dates are listed in the State Officer Application).

Maryland State Officer Training. State Officer Training provided by MSDE is required for all officers.

Submitting the State Officer Application. Applications must be certified by the candidate's local chapter advisor, CTE director, principal, and parent/guardian. The Maryland FBLA State Officer Application Certifications must be uploaded as directed in Appendix 1 of this document.

Officer Vacancies. If no applicants file for a specific office by the application deadline, notice will be sent to those chapters eligible to run a candidate for that office. In this event, the deadline for the application will be extended and announced by the Board of Directors. If there are still no applicants for a specific office by this deadline, the office(s) will remain vacant until the close of the State Leadership Conference. Any vacancies will be filled by the Board of Directors within 30 days of the close of the SLC by application and a phone interview.

APPENDIX 1

List of State Officer Application Materials Required for Submission

(Use chart below as a checklist to ensure you submit all required documents)

Completed	Document
	<p>1. State Officer Application online form --Using the link provided below, complete the online form and upload the documents listed in Items 2-6 below. https://mdfbla.wufoo.com/forms/2021-md-fbla-state-officer-application/</p>
	<p>2. State Officer Application --Complete the application electronically. <u>Handwritten entries will not be accepted.</u> --Save completed document as a PDF (ensure it's saved with all data). --File format must be as follows: SOA-Office-LastNameFirstInitial.PDF (see below) --Upload the PDF via the online form in Item 1 above.</p>
	<p>3. State Officer Application Certification (signatures) --Obtain the required signatures on the State Officer Application Certification document. --Scan the completed document as a PDF. --File format must be as follows: Cert-Office-LastNameFirstInitial.PDF (see below) --Upload the PDF via the online form in Item 1 above.</p>
	<p>4. Essay on why you are seeking state office (include specific goals for office sought) --Save the essay as a PDF. --File format must be as follows: Essay-Office-LastNameFirstInitial.PDF (see below) --Upload the PDF via the online form in Item 1 above.</p>
	<p>5. High School Transcript --Scan all pages of the transcript as a PDF (identify business courses by circling or underling them on the transcript). --File format must be: Transcript-Office-LastNameFirstInitial.PDF (see below) --Upload the PDF via the online form in Item 1 above.</p>
	<p>6. Resume --Save the resume as a PDF. --File format must be: Resume-Office-LastNameFirstInitial.PDF (see below) --Upload the PDF via the online form in Item 1 above.</p>

**File format for 'Office' is: President; VP; SecTr; RepHist; Parli; R1VP; R2VP; R3VP; R4VP; R5VP.

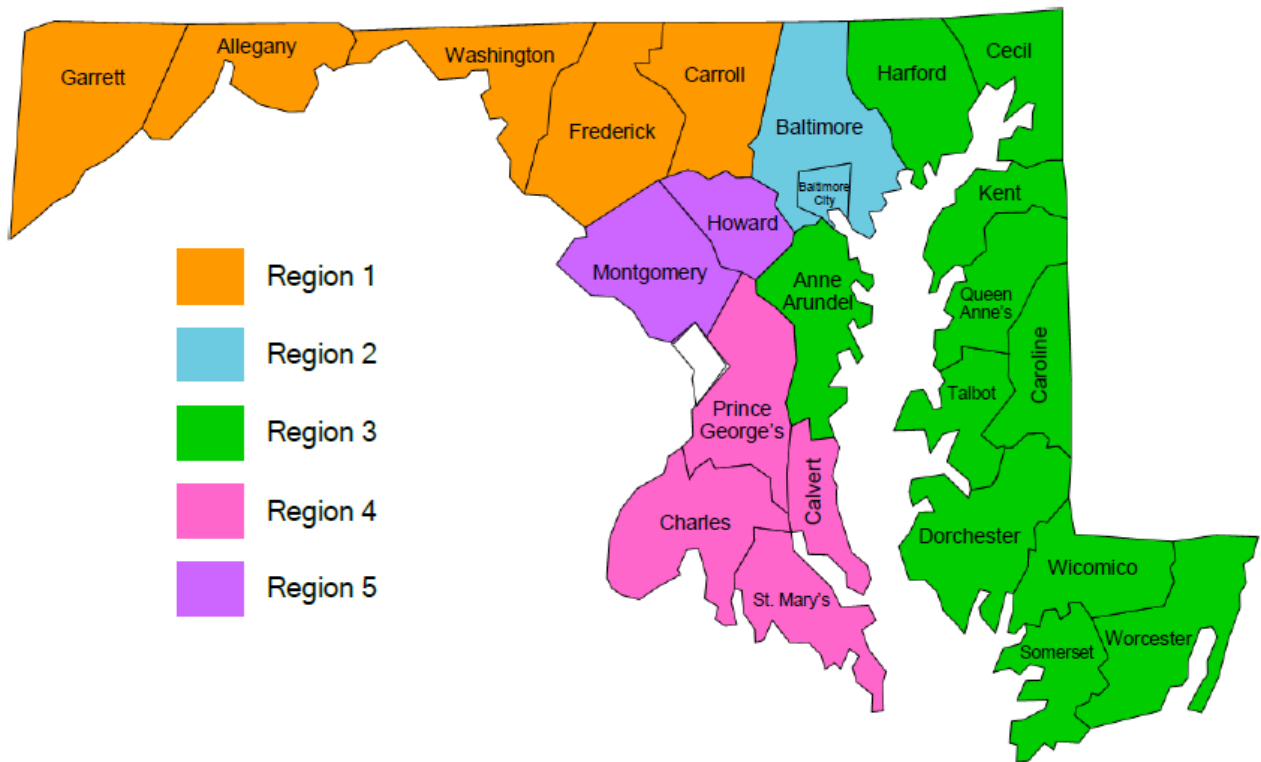
**File format examples: SOA-VP-JonesD.PDF; Cert-R1VP-DoeJ.PDF, Resume-Parli-SmithP.PDF, etc.

Once all items are submitted, the Candidate Screening Committee will review the materials. The candidate and chapter adviser will receive a Notice of Candidate Acceptance if the candidate is approved through this preliminary review. All approved candidates will be required to submit a sample and/or descriptions of all campaign materials, including a Financial Statement and supporting documentation, as described in this Handbook and in Item 7 below.

	<p>7. Campaign Materials (a photograph and a 1-page biography/campaign statement) and Campaign Speech video must be received by the date listed in the Table of Contents of this Handbook. Note that this information is NOT turned in with the State Officer Application. It is turned in after the Notice of Candidate Acceptance is provided to the candidate and chapter advisor after the Candidate Interview & Screening Meeting. --Instructions will be provided upon candidate acceptance.</p>
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APPENDIX 2

Maryland FBLA Regions



MARYLAND FBLA REGIONS BY COUNTY

Region 1

Allegany
Carroll
Frederick
Garrett
Washington

Region 2

Baltimore City
Baltimore Co.

Region 3

Anne Arundel
Caroline
Cecil
Dorchester
Harford
Kent
Queen Anne's
Somerset
Talbot
Wicomico
Worcester

Region 4

Calvert
Charles
Prince George's
St. Mary's

Region 5

Howard
Montgomery