



State Officer Guide

State Officer Guide

This packet has been developed for YOU, the person who wishes to run for a state office. Each section is designed to help you better understand the campaign procedures and the duties of each office.

You are welcome at any time to contact your State Adviser, the State Officer Team Adviser, or your State Officer Team if any questions should arise that this packet may not answer. GOOD LUCK!

Being an FBLA district, state or national officer undeniably involves a great deal of hard work. It is also a challenge that brings many opportunities for learning, experiencing, and growing. A mixture of conferences, speeches, assignments, and deadlines are just a few of the things that an officer may experience. The officer can also expect to meet lots of new friends and people within the FBLA-PBL organization.

Anyone willing to accept the challenge and responsibility of the duties of an officer is encouraged to run for an office. It may sound scary, but the rewards definitely outweigh the workload. Anyone can be a good officer if they only reach far enough for the challenge, because the goal is already with you. Remember, you are not a leader before the experience but after it.

Running for Office

Qualifications and Procedures

Each candidate must be a member in good standing in an FBLA chapter at the school in which he/she is enrolled. *Candidates must have taken or be currently enrolled in a business or business-related course.*

Candidates MAY NOT compete in any speaking, interview or presentation events at the state level. However, they may only compete in an individual written event (an event qualified in at districts).

A school may have no more than three (3) candidates running for an office. An unlimited number of candidates may come from the District.

Each candidate must have been approved by his/her local adviser and local chapter.

Each candidate must be a current sophomore or junior.

Each candidate must have a 2.5 GPA or higher.

Each candidate for state office must send an official bound application with all required materials to the State Adviser by the State Leadership Conference registration deadline.

Each candidate must have at least one full school year remaining in the business education program.

Each candidate for state office must hold or have held an elective executive office in his/her local chapter or a similar office in an organization on the approved list of National and State Activities released by the National Association of Secondary Principals.

Each officer candidate must be able to attend mandatory state officer training the summer following installation. Candidates must be able to attend the following mandatory meetings if selected for office:

May 5, 2010	New State Officer Team and Adviser Meeting
June 15, 2010	FBLA State Officer Planning Meeting
June 16-17, 2010	CTSO State Officer Training
September 8, 2010	State Officer Team and Adviser Meeting
December 8, 2010	State Officer Team and Adviser Meeting
April 17-19, 2011	State Leadership Conference (state officers will arrive in Vail after the school day on Friday, April 15, 2011 for conference preparation. If a state officer cannot be present prior to the actual conference, he/she will not participate in the staging activities)

STATE CONFERENCE TAKES PRECEDENCE OVER PROM/ATHLETICS OR OTHER ACTIVITIES. THIS IS NOT NEGOTIABLE!

State officer candidates shall submit the following in a **bound folder** to the state adviser with the State Leadership Conference registration:

- State Officer Application and Candidate Agreement with appropriate signatures
- Resume (not to exceed two pages)
- Letter of recommendations from the local adviser, a teacher outside the business education department, and a member of the business community.
- Transcript (most current including Fall grades)
-
- Flier or brochure—8 ½ x 11 sheet of white or colored paper describing qualities and qualifications. May include artwork, may be two sided, may be folded and may have cut outs. Nothing can be attached or glued to the brochures. This must include photo of officer candidate. Must submit 25 copies (not bound). Twenty are for the selection committee and five are for the Meet the Candidate Session).
- An article relating to FBLA or business education PUBLISHED in the Colorado FBLA Today newsletter. The article must NOT be a candidate biography or chapter article. Deadline dates: October 1, December 1, and March 1.

The candidates for office must be present at the State Leadership Conference to be eligible for official selection. All candidate applications for state officer positions will be reviewed by an appointed Selection Committee at the State Leadership Conference.

Each of the state vice presidents shall be from the same district he/she is to represent.

Candidates will want to review all aspects of the FBLA organization including the history, organizational chart, pledge, leadership goals, and insignias.

COLORADO FUTURE BUSINESS LEADERS OF AMERICA
STATE OFFICER CANDIDATE APPLICATION

To run for a state office, submit this KEYED OR TYPED application form complete with all necessary signatures along with the following in a bound folder to the State Adviser by the State Conference registration deadline:

- Candidate Agreement with appropriate signatures
- Resume (not to exceed two pages)
- Three letters of recommendation (one from local adviser, teacher outside of business education department, and one from the business community)
- Transcript (most current including Fall grades)
- Twenty-five fliers/brochures—8 ½ x 11 sheet of white or colored paper describing qualities and qualifications. Must include photo of officer candidate. No attachments or glued items may be used on the flier/brochure. May include artwork, may be two sided, folded and may have cutouts. Brochures are not to be bound with other materials.
- An article relating to FBLA or business education PUBLISHED in the Colorado FBLA Today newsletter. The article must NOT be a candidate biography or chapter article. Deadline dates: October 1, December 1, and March 1.

Name _____

Year in School _____ Home Telephone (____) _____ Cell _____

Parent(s)/Guardian(s) Name (s) _____

Home Address _____ City _____ State _____ Zip _____

E-mail address _____

Birthday (Month and Day) _____

School Name _____ FBLA District #: _____

School Address _____ City _____ State _____ Zip _____

Adviser's Name _____

Adviser's School Telephone (____) _____ Fax (____) _____

Adviser's Home Telephone (____) _____ Cell (____) _____

Adviser's Home Address _____ City _____ State _____ Zip _____

Adviser's Home E-mail address _____

I certify that I am an active member in good standing of the _____
Chapter of FBLA. To the best of my knowledge, all information submitted is accurate and correct.

Candidate' Signature

Date

I have read the duties and responsibilities of the adviser and will attend all state officer required meetings with my officer.

Adviser Signature

Date

**COLORADO FUTURE BUSINESS LEADERS OF AMERICA
STATE OFFICER CANDIDATE AGREEMENT**

To become a state officer of Colorado FBLA requires a commitment on the part of all parties concerned. In order to make that commitment, each part must understand their responsibility. This agreement must be signed by all parties indicated in order for a candidate to be eligible for office.

IF SELECTED, the Candidate Agrees To:

- Perform to the best of his/her ability the duties of the elected office.
- Participate in all activities scheduled by the FBLA District Adviser or the Executive Board of the Colorado Chapter of FBLA
- Required scheduled activities include:
 - State Officer Training (June)
 - CTSO Training (June)
 - Executive Board Meetings (May, September, and December)
 - Colorado Fall Leadership Conference
 - District Leadership Conferences
 - State Leadership Conference (**Note: State Conference has preference over prom, athletics, and other activities. If you decide to attend an activity that conflicts with the state conference, you will not participate at the state conference.**)

The Parents and Employer Agree To:

- Permit the candidate to participate in all scheduled Colorado Chapter activities.
- Encourage the candidate to take full benefit of the leadership development experience.

The Adviser and School Official Agree To:

- Recommend for state office only those candidates who are qualified.
- Ensure the candidate's attendance at all Colorado Chapter activities.

Adviser Signature

Date

School Official Signature and Title

Date

Candidate Signature

Date

Parent/Guardian Signature

Date

The State Adviser and State Officer Team Adviser agree that the candidate has successfully completed one term of office and should be recommended to candidacy another term.

State Adviser Signature

State Officer Team Adviser Signature

Questions and Answers

- Q. Will I have any more responsibilities as a state officer other than the ones previously mentioned?
- A. Nearly every State Officer will have added responsibilities, but those are going to be delegated to you by the State Adviser or State Officer Team Adviser or Chairperson.
- Q. Can a majority vote be less than 51 percent?
- A. Yes. It will depend on the number of candidates running for that office as to how much the majority will decrease.
- Q. Who is the Executive Council?
- A. The Executive Council consists of the State President, Executive Vice President, State Secretary, State Treasurer, State Reporter, and the State Vice Presidents representing each district.

Questions That Might Be Asked of an Officer Candidate

1. Why do you think you are qualified to be a (district/state/national) officer?
2. What does FBLA mean to you and how has it played an important part in your life?
3. How are your grades in high school and what kind of schedule will you have for next year?
4. How are you at assuming responsibility?
5. What are some of the qualities a leader must have? Do you have them?
6. What is the one main purpose of FBLA?
7. How do you feel about your adviser, and will he or she be able to help you in doing your job as an officer?
8. How old are you? Do you think that being a sophomore/junior you will be able to assume the responsibilities of a state/national officer? Will your parents let you travel alone?
9. How will your principal and teachers feel about your missing school?
10. What is your best asset? What is your worst trait?
11. Give four adjectives that best describe you. Why?
12. What is your grade point average? What will come first, your office or your grades? Do you have a job? How will that interfere with your responsibilities as an officer?
13. What will happen if something important is taking place at your school and you are asked to be at a special officers' meeting?
14. What is your favorite thing to do when you have spare time?
15. If you could change one thing in FBLA, what would you change?
16. How can the officers in FBLA promote the national projects?

Selection Procedures

State officers (President, Executive Vice President, State Vice Presidents, Secretary, Treasurer, and Reporter) may be selected at the State Leadership Conference. Students may not select the position for which they are applying.

There will be NO campaigning or caucusing for any office.

State officer candidates will be sequestered together for the duration of the selection process and leadership activities at the State Leadership Conference.

Leadership activities for officer candidates at the State Leadership Conference will include but are not limited to the following:

- A two to three-minute (2-3) campaign speech.
- An individual interview.
- A team building activity.
- An interview with the candidate's local adviser.
- An FBLA knowledge test.
- Session rehearsals with multimedia company.
- Meet the Candidate Session

It is not too early to start planning! Organization is of great importance if accurate and efficient information outlining the positive characteristics and goals of a candidate is to be available. Scheduling of specific tasks, which need to be completed is a good idea so that the ideas and plans will be accomplished in a neat and thorough manner. By having a set schedule and sticking to it, all of the materials will be finished before the date for application, and there won't be a mad rush at the last minute.

Selection Committee

In order to determine the best candidate for each office, information must be gathered on all candidates. The Selection Committee selects a series of organized, planned activities required for selecting a candidate. It is an efficient way to provide information on the qualifications and characteristics of a candidate. There will be no campaigning and no caucusing.

The Selection Committee may be composed of, but is not limited to, past state officers, current and past FBLA local advisers, other CTSO members and advisers, business and industry representatives and FBLA members as assigned by the FBLA State Adviser and State Officer Team Adviser.

Each district is encouraged to select a student to serve on the Selection Committee at the State Leadership Conference. In order to be eligible, a student:

- Must be a one-year (+) member of FBLA,
- May not be from the same chapter as an officer candidate,
- May not be competing at the State Conference and be available for two days at the conference.

The Role of a State Officer

Why did you run for office? You know your reasons, but your members are going to know them also--without your telling them! Within about three months, one look at your file in the state office will provide the answer.

Your total performance is not going to be based on how many letters you write or what you say, but your ATTITUDE about your responsibility as a state officer will be evidenced by the contents of your file. How do you think the FBLA members would react if the only thing in an officer's file was the original application? By running for an FBLA state office, you indicated you were willing to accept some responsibility for its future. By being elected and installed as a state officer, you automatically accepted a responsibility to FBLA and its members.

Obviously your poise, enthusiasm, and overall leadership abilities impressed the selection committee. Much work lies ahead as well as many new experiences--travel, new friends, and representing Colorado FBLA in new places. What will the result be of being a Colorado FBLA state officer--a lot of fun, invaluable experience for you, and a terrific image for FBLA.

Duties of State Officers

Duties of state officers are outlined in the state chapter bylaws. Activities include answering correspondence, conducting workshops, speaking before small and large groups, writing articles for various publications, setting goals and objectives for themselves and the association, introducing business and government leaders to the association's programs, and assisting in the planning of FBLA or PBL Leadership Conferences.

State officers become an extension of the State Board and state committee--all working together to guide the state chapter toward its goals. All of these activities must be completed in one short year.

Specific responsibilities may be developed by each officer during the Summer Planning Conference. The basis for the Executive Council goals and objectives should be consistent with the state and national goals.

All state officers (president, executive vice president, secretary, treasurer, reporter and state vice presidents) have the following specific duties:

- Make a minimum of two local chapter visitations.
- Attend one Fall Leadership Conference.
- Attend one District Leadership Conference (other than their own).
- Attend all Executive Council meetings.
- Attend the Colorado Career and Technical Student Organization Leadership Conference (during the summer).
- Attend the State Leadership Conference (most expenses paid by Colorado FBLA).
- Follow and abide by the Executive Council Written Policies.
- Submit required documents to State Chairperson/Adviser and State Officer Team Adviser.
- Attend the National Leadership Conference (optional).
- Attend the National Fall Leadership Conference (optional).
- Responsible for other duties as delegated by State Chairperson-Adviser or State Officer Team Adviser.

Duties of the State President

In addition to the duties listed for all state officers, the state president shall:

- Preside over and conduct all State Executive Board meetings according to parliamentary procedure (Robert's Rules of Order, Newly Revised), and the bylaws. Preside over the State Leadership Conference.
- Make up agendas (after discussing them with the State Adviser).
- Serve as a voting delegate at the National Leadership Conference following his/her selection.
- Serve as a member of the Board of Directors and attend all official Board meetings.
- Present, at the fall Board meeting, a report on the officers' program of work and team goals for the upcoming year.
- Give the state oral report at the National Leadership Conference following his/her selection as president.
- Work closely with the State Adviser and the State Officer Team Adviser.
- Serve as a model representative for FBLA public relations. The president is called upon many times to make presentations before adult and student organizations. The president is involved with a year of extensive statewide travel and, on occasion, out of state trips.

Duties of the National Officer Candidate/Executive Vice President

In addition to the duties listed for all state officers, the executive vice president, if needed by the selection committee, shall:

- Fulfill his/her commitment to the National Association.
- Serve as liaison between the State and National Associations.
- Assist the president in the promotion and development of FBLA on the local, district, state, and national levels.

Duties of the State Vice Presidents

In addition to the duties listed for all state officers, the state vice presidents shall:

- Assist the president as needed and be prepared to take over the duties of the state president should the president not be able to fulfill the office.
- Plan and preside over all district meetings. It is recommended that each district have three board meetings.
- Plan and prepare for the district conferences held in February.
- Work closely with the District Adviser. Send the District Adviser a copy of all correspondence.
- Correspond with the chapters within the district. Write articles for each issue of the district's newsletter.
- Visit local chapters in the district when possible.
- Work closely with the State Adviser and the State Officer Team Adviser.

Duties of the State Secretary

In addition to the duties listed for all state officers, the state secretary shall:

- Keep an accurate record of all State Executive Board meetings.
- Publish and mail minutes of the State Executive Board meetings within one week after the meeting to all members of the State Executive Board, their advisers, and the Board of Directors. Have copies of the minutes at the next meeting for those in attendance to refer to during the reading of the minutes.
- Handle correspondence for the state president.
- Assist the president in keeping the state files in order.
- Work closely with the State Adviser and the State Officer Team Adviser.

Duties of the State Treasurer

In addition to the duties listed for all state officers, the State Treasurer shall:

- Provide a financial report at each Executive Board meeting.
- Provide an up-to-date list of paid active chapters at each Executive Board meeting. This list should indicate the chapter's district, school address, adviser's name, and the number of paid members.
- Work closely with the CTSO support staff.
- Collect Request for Reimbursement of Expense forms and receipts from the state officers and submit them to the State Adviser to be paid.
- Work closely with the State Adviser and the State Officer Team Adviser.

Duties of the State Reporter

In addition to the duties listed for all state officers, the State Reporter shall:

- Publish FBLA TODAY a least once during the year.
- Send articles on state activities to the national office to be published in Tomorrow's Business Leader.
- Prepare news releases for other publications and broadcasts.
- Remind the state officers of deadlines for FBLA TODAY.
- Maintain a historical record of the Colorado State Chapter.
- Prepare the Annual State Business Report due at the annual National Leadership Conference.
- Work closely with the State Adviser and the State Officer Team Adviser.

Recommendations for the State Reporter:

- Have access to an up-to-date computer with graphics and a laser printer in order to produce a camera-ready copy of the FBLA TODAY to the printer.
- You are the public relations person for Colorado FBLA--the newsletter reflects the organization. Therefore, make sure it is perfect before it goes to press.

State Officer Standard Operating Procedures and Responsibilities

Your state office, of course, means that you have a tremendous responsibility to the organization and to your constituency. But, you also have a great responsibility to yourself, your family, and your education. Your office DOES NOT take precedence over your education. Decline an assignment if there is an educational conflict.

During your term of office, some of you will, perhaps, hold another office on the local chapter level. You must remember that you may "wear only one hat at a time."

As a state officer, you will be expected to assist local chapters in their growth and development as requested by the local officers and advisers.

Your Fall, District, and State Leadership Conference responsibilities will be numerous. You are expected to attend, and you will be advised well in advance of the activities in which you will be expected to participate. State officers should NOT permit themselves to be involved with ANY candidate for state office.

Telephone

As a state officer, you will be responsible for contacting local chapters for visitations. Any telephone calls concerning Colorado FBLA can be reimbursed by the state organization. Attach a copy of the itemized list of phone calls to your expense form.

Written Communications

You will be sending out numerous items of written correspondence during your year as a state officer. Before you send any correspondence, have your adviser proofread it for accuracy. You should NEVER send any correspondence with an error! A copy of ALL correspondence should be sent to the State Chairperson-Adviser and State Officer Team Adviser! Use the official Colorado FBLA stationery for correspondence; DO NOT use the letterhead for second sheets.

Uniform

You will be expected to be in official dress for all functions of Colorado FBLA, unless otherwise notified. Official dress is business attire with your blazer. You were given an FBLA blazer when you became an officer; you should keep it clean. You may purchase your blazer at the end of your term of office for a reduced price. Denim is never appropriate for state officers.

Expense Forms

You must file an expense form to be reimbursed for your expenses for Colorado FBLA. This expense form should be sent to the FBLA State Treasurer.

Travel Authorization

When you are traveling for Colorado FBLA, each state officer must mail a travel authorization to the State Chairperson-Adviser at least ONE WEEK prior to your trip. In addition to YOUR signature, the form requires your local adviser, school administrator, and parent to sign the form. If you do NOT submit the travel authorization, you will NOT be reimbursed for that trip. After repeated violations, you MAY be asked to submit your resignation from your office. You should travel the LEAST expensive way; travel with other officers if possible.

Supplies and Materials

Each officer should have in their materials the following items: a copy of this the Colorado FBLA Operations Handbook, a copy of the Parliamentary Procedure Handbook, and a copy of the CTSO State Officer Handbook. All handbooks MUST be given to your successor at the end of your term of office.

Files

Each of you, as state officers, should keep a set of files during your term of office; you should have received some files from the previous officer. Put a copy of any correspondence in your files that would help your successor for the next year. Please DO NOT lose these files as they are irreplaceable!

Insurance

You MUST submit proof of automobile insurance to the State Chairperson-Adviser by the first CTSO training meeting.

Financial Notes

Funds are available to cover approved travel, lodging, and food expenses for each state officer and their adviser to attend all official Executive Board meetings.

Name badges will be provided for newly selected officers.

Complimentary registration will be provided by Colorado FBLA for each officer at the Colorado Fall Conferences and the State Leadership Conference.

Each officer will be provided with an official FBLA blazer to wear during his/her term of office. The blazer will be passed on to the succeeding officer or may be purchased at a reduced price at the end of the officer's term.

The officer/local chapter will provide the officer uniform. The uniform is the officer's property at the end of the term.

Business or formal attire is required for the Awards Banquet at the State Leadership Conference. The ladies will wear business or formal attire (color determined at the spring meeting) and the gentlemen will wear a tuxedo with matching color cummerbund. Approximate cost is \$75. The cost is reimbursable by Colorado FBLA.

An allowance may be allocated to each state officer to attend the National Leadership Conference and/or the National Fall Leadership Conference. (\$200 may be reimbursed if all reports are turned in on time.) If an officer chooses to attend, he/she would have to cover the difference.

No student shall be denied the right to serve as a state officer because of limited finances. It is the responsibility of the local adviser to notify the State Adviser and State Officer Team Adviser of a potential candidate in this situation.

Time Commitments

State FBLA officers should plan to commit a great deal of time to FBLA during their year in office. A sample itinerary might include:

May:	One day:	State officer meeting with adviser
June:	One day:	State officer meeting
June:	Three days:	CTSO Officer Training
June-July:	*Seven-day	National Leadership Conference
September:	One day:	State officer meeting with adviser
October:	One day:	Fall Leadership Conference
November:	*Two days:	National Fall Leadership Conference
December:	One day:	State officer meeting with adviser
February:	Two days:	District Leadership Conferences
April:	Five days:	State Leadership Conference

*Optional activity

In addition to the previous, each officer is expected to:

- visit local chapters throughout the year
- prepare correspondence, workshops, etc. for use in visitations and conferences
- spend other time as required or requested.

Travel Tips

- Leave an up-to-date itinerary at your home and with your local adviser, not only for the convenience of your family, but also so the State Chairperson-Adviser will know where to reach you should it be necessary.
- Let your host or hostess know your arrival and departure times.
- In all cases, only the NECESSARY expense involved in travel will be paid by Colorado FBLA.
- Receipts are REQUIRED for all hotel, telephone, and supplies. These receipts should be attached to your expense form.
- When you are invited to a conference or any Colorado FBLA function, find out from the person issuing the invitation exactly what will be expected of you during your visit. More than your presence should be expected! Whatever is asked of you, be prepared to do it--DO NOT wait until you arrive to make preparations!
- Proper "thank you" letters should be written to the host or hostess as soon after the visit as possible with a copy sent to the State Chairperson-Adviser and the State Officer Team Adviser.
- It is customary to tip 15-20 percent for meals and 10 percent for a taxi. One dollar per bag for hotel bellmen is customary and \$1 per night per person is the customary gratuity for the maid who cleans your hotel room.
- When traveling, you are a goodwill ambassador for the organization. Be prepared to answer questions not only at your destination but also en route.

Forms

Sample state officer forms can be found in the State Officer Handbook available on the Colorado FBLA-PBL state website on the State Officers page. Sample forms state officers are responsible for include:

- CTSO State Officer Code of Conduct
- Travel Authorization Form
- Monthly State Officer Activities Report
- Travel Expense Form
- Chapter Visitation Report
- Chapter Visitation Verification Statement
- Photo Release Form

State Officer Travel Checklist

NECESSARY ITEMS

- Deodorant
- Toothbrush & paste
- Shampoo & conditioner
- Lotion

MISCELLANEOUS ITEMS

- Safety pins
- Rubber bands
- Band Aids
- Contact lens supplies
- Q-tips
- Fingernail clippers
- Aspirin & other needed medicines

LADIES

- Nylons
- Slip
- Curling iron/hair dryer
- Make up
- Shaver
- Nail polish & remover

CLOTHING

- Appropriate jacket or coat
- Tennis shoes
- Dress (official) shoes
- Pajamas/robe
- Casual clothes
- Official uniform and polo
- Socks & underwear

INCIDENTAL

- Needle, thread & buttons

GOOD IDEAS

- Swim suit
- Camera, film
- Extra money
- Watch

MEN

- Shaving supplies
- Tie (plus an extra tie)
- Socks

OFFICER SUPPLIES

- Pens
- Pencils
- Paper (note pads)
- Colorado map
- Paper clips
- Chapter Management handbooks
- Poem or inspiration/quote book
- Speeches
- Sticky notes
- Date book or calendar
- Breath mints
- Highlighters
- Mileage & expense record book or pad



General Adviser Information

"Mentor" is defined as a trusted counselor or guide, a tutor or coach. This definition aptly describes the role of a state officer's local chapter adviser. From the moment a student considers running until his/her term of office ends, the adviser is a key figure.

The adviser counsels the student on the qualifications and duties of a state officer and helps with the decision to run. The adviser guides the student during the selection process and serves as "mentor" during the officer's term of office.

The adviser works closely with the State Adviser and is kept fully informed of all aspects of the officer's work.

It is sometimes difficult for an adviser to play the dual role of adviser and teacher. The relationship between adviser and officer is critical to the success of the term of office. The officer must realize that the local adviser's signature on the application shows his/her support to the officer and organization.

The adviser should review workshop/speech content and materials and make sure that the officer practices the workshop/speech before an appearance.

The local adviser should proofread all correspondence before mailing. The officer should write correspondence and articles and present them to the adviser for suggestions and any necessary changes.

As a state officer adviser, you should contact the State Adviser or State Officer Team Adviser if you have questions.

The local adviser should accept responsibility for assisting officers. Secure the endorsement and support of parents, school officials, employers, etc.

The local adviser should be prepared to devote office space and personal time to your state officer. Helping your officer to get organized is important. He/she must learn to budget time and keep materials readily available. Adequate file space and a good filing system are essential. It is helpful to secure the assistance of a good secretary--hopefully an FBLA member who will devote time and effort to you and your officer. All must pitch in during critical periods.

The local adviser should be informed about state programs, priorities, and critical issues so ideas and counsel may be given to the officer. Don't expect the officer to understand issues and have background information without assistance.

The local adviser should assist the officer in making travel plans.

The adviser AND officer must present a positive image of FBLA and its programs. The adviser must take an active part in helping the officer reach his/her personal and organizational goals.

Duties of the State Officer's Local Chapter Adviser

The responsibilities and duties outlined below have been prepared to assist local advisers in helping their state officer during the year.

- Be sure that you understand the duties of the state officer. Advisers must also accept the responsibility for assisting their officer and should secure the endorsement and support of parents, school officials, and employers.
- Local advisers should attend the Executive Council meetings when requested with their officer. These meetings are used to formulate the officer's responsibilities and program of work for the year and give the advisers insight into their support role. The adviser should attend the Conference Planning Workshop during the summer to help prepare for the conferences during the year.
- Be prepared to devote office space and personal time to your officer. Helping your officer get organized is important. He/she must learn to budget time and keep materials readily available. Secure the assistance of your local chapter. All must pitch in during critical periods.

- Be informed about state and national programs, priorities, and critical issues so ideas and counsel may be given to your officer. Don't expect the officer to understand issues and have background information without assistance. Take an active part in helping your officer reach his/her personal and organizational goals.
- Assist your officer in making travel plans, automobile, and hotel reservations.
- See that your officer accepts these responsibilities:
 - Acquire good basic knowledge of the organization and be capable of discussing ideas and issues intelligently.
 - Portray the proper image when representing the organization;
 - color-coordinated business attire for daytime and appropriate clothes for evening;
 - correct grammar usage;
 - proper manners and etiquette;
 - good attitude and public relations skills in working with individual members and chapters.
 - Prepare appropriate speeches when asked to visit local or state conferences, business, and civic groups. Local advisers should review speech materials, outlines, etc., and the officer should practice the speech before an appearance.
 - Answer correspondence and send "thank you" letters promptly. The local adviser should proofread all correspondence before mailing. The officer should write correspondence and articles and present them to you for suggestions and any necessary changes. As the year progresses, fewer changes should be necessary.
 - Submit required documents to State Chairperson/Adviser and the State Officer Team Adviser.

It is sometimes difficult for the adviser to play the dual role of adviser and teacher. The relationship between adviser and officer may be critical to your local and state chapter success. The officer may not always be receptive to advice, and a special effort should be made by advisers to overcome this sometimes delicate situation. The officer must realize that with their local adviser's signature on the application, they pledge their support to the officer and organization.

Required dates:

- May: State Officer Meeting
- September: State Officer Meeting
- December: State Officer Meeting
- January: District Skill Grading and District Leadership Conference (if applicable)
- February: District Leadership Conference
- March: State Skill Grading
- April: State Leadership Conference

**COLORADO CAREER AND TECHNICAL STUDENT ORGANIZATIONS TRAVEL AUTHORIZATION,
NOTIFICATION, AND CONFIRMATION FORM FOR STATE OFFICERS**

TO BE RECEIVED ONE WEEK PRIOR TO SCHEDULED MEETING

Name of Officer _____ Date _____

This form will serve as authorization for attendance for the above-named State Officer at the following:

Activity and Location _____

Date _____ Mode of Transportation _____

Departure Time: _____ Place: _____ Return Time: _____ Place: _____

Adult or other persons accompanying _____

The Colorado Career and Technical Student Organization Association will reimburse the officer at the following rates for reimbursable items:

- a. Mileage to be reimbursed per organization policy.
- b. Meals at a reasonable cost will be reimbursed--if receipt is submitted.
- c. **Lodging at a reasonable cost will be reimbursed--receipt is required (advance permission required unless it is an emergency situation).**
- d. Other, such as: parking fee, common carrier (bus, airplane, etc., when prior approval is received)--receipt required.
- e. Air travel expense must be approved prior to travel.

Prior to the date of the scheduled activity, the officer must notify the following persons: (1) his/her parent(s); (2) his/her adviser; (3) the designated school official; each person is to sign below confirming that the officer has notified them and that arrangements have been satisfactorily made between them and the officer for any absences. The officer realizes all schoolwork and/or other responsibilities neglected will have to be completed or made up.

Officer and Parent(s) or Guardian(s): Please be aware that if the officer violates any policies (curfew, drinking, drugs, misconduct, etc.) or in the opinion of the supervisor does not conduct himself/herself in the manner expected of a State Officer, you may be asked to: (1) reimburse the person supervising for the cost of transportation for your son/daughter from the activity site to home; (2) reimburse the school/chapter for the expenses of your son/daughter incurred by the school/chapter for this activity; and/or (3) the State Officer may be removed from office.

State Career and Technical Student Organizations Officers: After this form has been signed, please return it **ONE WEEK*** prior to the activity to:

Career and Technical Student Organizations, State (your organization, i.e., FBLA, FFA, FCCLA, etc.)
Adviser, 9101 East Lowry Blvd., Denver, CO 80230-6011.

*I understand that in order to be reimbursed for related expenses or represent the State of Colorado, this form must be received in the state office by 5 p.m. **ONE WEEK** prior to the scheduled activity, unless authorized by the Career and Technical Student Organizations State Adviser or State Officer Team Adviser.

(State Officer)

(Principal or Director)

(Parent or Guardian)

(Adviser)

CTSO8 (7/13/09)

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COLORADO CAREER AND TECHNICAL STUDENT ORGANIZATION OPERATING POLICIES AND PROCEDURES AND CODE OF CONDUCT

(In addition to specific CTSO Operating Procedures and Code of Conduct)

VERIFICATION STATEMENT

This is to acknowledge I have read and understand the Policies and Procedures and Code of Conduct under which Colorado State CTSO Offices operate, and specific CTSO operating procedures and code of conduct for my organization.

School

District

Student

Date

Organization

Office

Parent

Date

Local Chapter Advisor

Date

Local School Building Administrator

Date

NOTE:

Return this form to the state CTSO office prior to any official CTSO activity.

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STATE OFFICER CHAPTER VISIT REPORT

Chapter Visited: _____

Officer Visiting: _____ Date: _____

School Personnel Visited: _____

Classes Visited: _____

Subject of Officer Presentation(s): _____

Class Reactions: _____

Comments pertaining to students: _____

Comments pertaining to advisors: _____

Suggestions for chapter improvement: _____

Additional chapter activities observed and your reactions to these: _____

Additional comments: _____

Respectfully submitted,

(Name)

(Organization/Office)

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COLORADO CAREER AND TECHNICAL STUDENT ORGANIZATIONS
MONTHLY STATE OFFICER ACTIVITIES REPORT

NAME _____ ORGANIZATION _____

OFFICE _____

Covering the period from _____ to _____

1. Attach copies of correspondence you have mailed out.
2. This form must be submitted by the 5th day of the month to your state adviser and state officer team adviser.

Discuss
these
points:

- | | |
|--|---------------------------------------|
| 1. Correspondence (written and verbal) | 7. National Leadership Conference |
| 2. Presentations/Speeches | 8. District Conference |
| 3. Articles for Publication | 9. Committee Meeting |
| 4. Other Public Relations | 10. Chapter Visits/New & Reactivating |
| 5. State Conference | 11. Miscellaneous |
| 6. Regional Conference | 12. Recommendations/Remarks |

Officer's Signature

____ Adviser has reviewed my monthly report (place a check mark)

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COLORADO STATE OFFICER YEARLY REPORT

NAME _____ ORGANIZATION _____

OFFICE _____ DATE _____

1. Total miles traveled for organization: _____
2. Total days spent in behalf of the organization: _____
3. Number of speeches given: _____
4. Number of letters received: _____
5. Number of letters written: _____
6. Number of chapters visited: _____
7. List chapters that you visited in an official chapter visitation capacity:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
8. List District, State, and National meetings of all organizations you attended as representative of your organization and your capacity while there:
 - a. _____
 - b. _____
 - c. _____
9. Total personal money spent on State Association business this past year: \$ _____
10. Suggestions for improvement for your office:
 - a. _____
 - b. _____
 - c. _____
 - d. _____

**COLORADO COMMUNITY COLLEGE SYSTEM
STATE OF COLORADO
TRAVEL EXPENSE REIMBURSEMENT FORM**

This form may be found on the Colorado FBLA-PBL State Web Site
www.fbla-pbl.cccs.edu
State Officer Page

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**CAREER AND TECHNICAL STUDENT ORGANIZATIONS
PHOTO RELEASE FORM**

I hereby consent to and authorize the use and reproduction by you, or anyone authorized by you, of any and all photographs/digital images/videotapes/recordings of (individual's) name _____,
on (date) _____ at (location) _____, for use by
the Colorado Community College System, its employees, officers and agents, and the right to copyright and/or use,
reuse and/or publish, republish photographic pictures, digital images, videotapes and recordings in conjunction with
(individual's name) _____ own name.
I also give permission for these photographs/digital images/videotapes/recordings to be used in its entirety and/or
edited version as deemed necessary by the Colorado Community College System (to include usage of images on
Career and Technical Student Organizations websites).

Furthermore, permission is also given for the photographs/digital images/videotapes/recordings completed on
(date) _____ to be used
by the Colorado Community College System at any time in the future without further clearance from me.

I understand that these photographs/digital images/videotapes/recordings may be used for marketing purposes
(including websites) by the Colorado Community College System.

I have read the foregoing release, authorization and agreement, before signing below, and warrant that I fully
understand the contents thereof.

DATE _____

Signature of individual or Parent

(if individual is under 18 years of age) granting permission for photographing, videotaping and/or recording.)

Address

City, State, Zip

NOTE: Any student who is subject to harassment due to the publishing of photos (either in publications or on the websites) should contact their student organization state advisor immediately.

This form may also be found on the respective student organization's website:

<http://www.deca.cccs.edu> - DECA

<http://www.fbla.cccs.edu> - FBLA-PBL

<http://www.fccla.cccs.edu> - FCCLA

<http://www.hosa.cccs.edu> - HOSA

<http://www.njc.edu/ffa> - FFA

<http://www.cotsa.cccs.edu> - TSA

<http://www.skillsusa.cccs.edu> - SkillsUSA