

OFHS HIGH SCHOOL FBLA OFFICER APPLICATION

Each prospective candidate must complete this form and drop off to Ms. Bayes or Mrs. Loope by Thursday, September 18th.

- ☐ Completed Officer Application Forms including:
- Applicant Fact Sheet
 - Applicant Autobiography (signed by applicant and parent if applicable)
 - Candidate Statement
 - Candidate Writing Assignment
 - Commitment Statement (signed by applicant)
 - Certification (signed by applicant, parent if applicable)

APPLICANT FACT SHEET – PLEASE TYPE RESPONSES!

I. Office Sought:

__ 9th Grade Chair

II. Applicant Information

Name: _____

E-mail: _____

GPA (weighted): _____ GPA (unweighted): _____

III. Parent/Guardian Information

Name(s): _____

E-mail: _____

IV. Availability Information

Advanced Placement coursework (for this year): _____

Please list other commitments you are currently involved in, or plan to be this school year (i.e. clubs, leadership

Positions, work, sports, etc.): _____

APPLICANT AUTOBIOGRAPHY

Name: _____

Nickname: _____

Birthday (MM/DD/YY): _____

Number of Years in FBLA: _____

Leadership Positions Held:

Business Courses Taken or Currently Enrolled:

Awards & Honors/Special Recognition & Achievement:

Interests & Hobbies:

Career Goals/Aspirations Other Items of Interest about You:

CANDIDATE WRITING ASSIGNMENT

Directions: As an FBLA Officer, one of the most important forms of communication you will utilize is writing. Through thoughtful deliberation, creativity, and brief powerful statements, your writing can inform and inspire members to action! The **Candidate Writing Assignment** is your opportunity to demonstrate writing proficiency while “informing” the Officer Screening Committee about yourself and “inspiring” them to approve you as a candidate for an FBLA officer position. This form may be recreated on your computer.

I. Why do you want to be an officer of FBLA?

II. If you were elected as an officer, what would you like to accomplish?

III. **Serving as an officer is a major commitment of time, energy, and resources.** Describe the arrangements you have made to ensure **you can dedicate** adequate levels of each if elected.

COMMITMENT STATEMENTS

Name: _____

Office Seeking: _____

Directions: Serving as a successful FBLA officer is a unique commitment that requires a strong partnership between the officer, the adviser, and school officials. This form is to be completed and signed by each party.

Applicant

If elected to serve FBLA as a member of the Officer Team I agree to:

Place an "x" in each box and sign

- ☐ Remain committed to my education and family obligations
- ☐ Make FBLA service my top priority after my education and family responsibilities
- ☐ Follow the FBLA Handbook rules, guidelines, and responsibilities
- ☐ Cooperate with my school, adviser, local chapter, state chapter, and national association throughout the year
- ☐ Attend **ALL** required meetings, activities, and events
- ☐ Perform **ALL** assigned officer responsibilities
- ☐ Keep my advisors informed of all activities
- ☐ Maintain the highest degree of personal honor, integrity, and ethics

Signature: _____

CERTIFICATION FORM

Certification by Officer Applicant and Parent/Guardian (where applicable)

I agree to adhere to the Officer Candidate rules and regulations outlined in the Candidate Guide and Florida FBLA Bylaws. I have read and fully understand the State Leadership Conference "Delegate Conduct Practices and Procedures" and "Dress Code" and agree to comply with these conduct guidelines. In addition, I have read Articles IV & V of the FBLA Section of the Official State Handbook and understand what is expected of an FBLA Officer. Furthermore, I am aware of the consequences that will result from violation of any of the guidelines.

The information presented in this application is true and my own work.

Applicant Signature: _____ Date: _____

As the parent/guardian to _____, I agree to support his/her candidacy and, if elected, term as an OFHS High School FBLA Officer.

Parent Signature: _____ Date: _____

OFHS HIGH SCHOOL FBLA OFFICERS 2025-2026 AGREEMENT

I, _____, if elected to the office of 2025-2026, _____, agree to all of the following officer duties and responsibilities.

I acknowledge that failure to fulfill these specific items will result in removal from office.

SECTION ONE

I will follow the Officer Code of Conduct as it appears in the **Florida FBLA State Handbook** which reads:

Officers of OFHS FBLA shall:

- *at all times show respect for the rights of others;
- *speak moderately, behave conservatively and avoid undesirable language;
- *keep personal opinions separate from FBLA policies and goals;
- *be at appointed places on time;
- *observe all rules and regulations of meetings and conferences;
- *set an example for others in conduct, dress, and professional behavior;
- *take pride in what they and the organization are doing;
- *abide by the FBLA code of ethics as it appears in the Florida FBLA Handbook, and
- *follow the delegate code of conduct (below) at all official functions.

Officers of OFHS FBLA shall not:

- *use profanity or obscene and abusive language or gestures in the presence of fellow members or advisers;
- ***participate in or encourage any activity that is disruptive to the general peace and welfare of the organization;**
- *discriminate against any other member, adviser, volunteer, or any other persons involved with the organization; or
- *participate in a walkout, sit-in, strike, or other action which is disruptive to the functioning of the organization.

Code of Conduct:

The following code of conduct is required of all members attending any conferences, workshops, camps, etc., sponsored by the organization:

- *Be prompt and prepared for all activities. Be financially prepared for all possibilities.
- *Keep advisers informed of activities and whereabouts at all times.
- *Spend nights in the assigned room.
- *Attend all general sessions and activities for which they are registered and be on time for said events.
- *Wear identification badges at all times.
- *Leave the conference site only with the permission of the chapter adviser.
- *Members under the age of 18 will not drive to any state sponsored function.
- *Respect all public and private property of the conference site.
- *Observe the proper dress code at all times.
- *Students will not entertain members of the opposite sex in their room; nor shall they go into a room of a member of the opposite sex without leaving the door open and having the permission of the chapter adviser.
- *Alcoholic beverages and narcotics in any form are prohibited.
- *Visitors are not permitted to attend the conference or visit attendees while at the conference.
- *Dates shall be admitted to authorize activities only and permitted only between delegates.

PARTICIPATION AGREEMENT

I will participate/attend all of the following conference/meetings unless excused by an Advisor prior to the conference/meeting. Dates are tentative and subject to change.

Officer Planning Day	August
Officer Meetings	Bi-weekly after school
General Membership Meetings	Bi-weekly after school
Advisory Board Meetings	Four to six times a year
Officer Training	Fall
Fall Rally	Fall
District Competitions	December / January
State Leadership Conference	March or April
End of Year Celebration	May
National Leadership Conference	June (optional)
Discovery Night	Fall
Curriculum Fair	Spring

Officer Candidate Signature

Date

Parent Signature

Date

PARENT/GUARDIAN INVOLVEMENT

As an organization, we participate in several field trips throughout the year that require the need for chaperones. We also do a number of activities that would be benefitted by the use of volunteers.

Please list the names and contact information of anyone (over 18) that agrees to potentially volunteer with FBLA during the school year. ***All volunteers must receive a Level 1 background check. Overnight chaperones must receive a Level 2 background check which requires a fingerprint check for a fee.***

Name: _____

Cell Phone: _____ Home Phone: _____

E-mail: _____

Work Schedule: _____

Volunteer interests (chaperone, helping with events, paperwork, etc.):

This is the last page of the application