



# STATE & SECTION OFFICER APPLICATION

## I. POSTION INFORMATION

Select only ONE office that you are applying for by placing an X next to your choice.

<b>State Office</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">State President</td><td style="width: 20%;"></td></tr> <tr><td>State Secretary</td><td></td></tr> <tr><td>State Public Relations</td><td></td></tr> </table>	State President		State Secretary		State Public Relations		<b>Bay Section Office</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">President</td><td style="width: 20%;"></td></tr> <tr><td>Vice President Outreach</td><td></td></tr> <tr><td>Vice President Activities</td><td></td></tr> <tr><td>Secretary/Treasurer</td><td></td></tr> <tr><td>Public Relations</td><td></td></tr> <tr><td>Parliamentarian</td><td></td></tr> </table>	President		Vice President Outreach		Vice President Activities		Secretary/Treasurer		Public Relations		Parliamentarian		<b>Central Section Office</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">President</td><td style="width: 20%;"></td></tr> <tr><td>Vice President</td><td></td></tr> <tr><td>Secretary</td><td></td></tr> <tr><td>Treasurer</td><td></td></tr> <tr><td>Public Relations</td><td></td></tr> <tr><td>Historian/Parliamentarian</td><td></td></tr> </table>	President		Vice President		Secretary		Treasurer		Public Relations		Historian/Parliamentarian	
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## II. PERSONAL INFORMATION

**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_  
**Home Address:** \_\_\_\_\_ **City and Zip Code** \_\_\_\_\_  
**Best Contact Number: Area code and Number** \_\_\_\_\_ **Email Address** \_\_\_\_\_  
**Date of Birth (MM/DD/YYYY)** \_\_\_\_\_ **Current Grade Level** \_\_\_\_\_ **Years in FBLA** \_\_\_\_\_  
**Current GPA** \_\_\_\_\_ **BAA Levels Completed** \_\_\_\_\_  
**FBLA Officer Experience (list position/level (local/section/state/national)/dates of term of office)**  
*Example President/Local/2020-21*

**CTE Pathway Requirement.** List the CTE pathway you have completed or are currently enrolled in. Pathway must be an approved sequence of CTE courses completed at the applicant’s high school and may not be taken online. Credits and a letter grade must be earned for the courses. Courses must be listed on transcript as either completed or in progress. Your adviser or school registrar can provide CalPads Code

**Pathway Title Course** \_\_\_\_\_ **CalPads Codes** \_\_\_\_\_

### **III. CANDIDATE STATEMENT**

Becoming a Section or State Officers is a privilege and an honor. It also requires commitment and dedication. Before you respond to the prompt below, please consider if you have the time, drive, integrity, and dedication to be fully committed to CA FBLA as an officer.

**State why you would like to be a state or section officer and represent CA FBLA. What leadership qualifications and experience make you a strong candidate?**

## IV. CHAPTER AND ADVISER INFORMATION

Chapter Name and Section

School Address

Name of primary local chapter adviser

Number of years as an adviser

Type of CTE Credential

Email for primary adviser

Contact number for primary adviser

Name of Co-Adviser

Adviser who will travel with officer when travel is required

*Note: An adult adviser must accompany the officer to all official FBLA activities and events and follow all school district and FBLA travel guidelines. See additional details in section V. Adviser Eligibility Guidelines*

## V. ADVISER ELIGIBILITY GUIDELINES

**Current California FBLA chapters may elect to have a member apply for a section or state leadership position. If your chapter approves of a member's candidacy, that member must have a dedicated CTE-credentialed adviser to support them. To be recognized as a California FBLA section or state officer adviser, an individual must:**

- 1) Be a local chapter adviser at the section or state officer's home school during his or her term of office.
- 2) Be a certificated CTE-credentialed teacher in a business-related field that aligns with Finance & Business, Marketing Sales & Services, or ICT.
- 3) Accompany the officer to all section or state officer functions<sup>1</sup>, including but not limited to:
  - a) Officer Leadership Training Summit (summer)
  - b) State or Section Executive Board Meetings
  - c) Officer and Adviser Training (OAT) Day
  - d) Leadership Development Institute (LDI)
  - e) Section Leadership Conference
  - f) State Leadership Conference

<sup>1</sup> *If the adviser is unable to attend an FBLA function with his or her officer(s), a qualified substitute adviser may attend in his or her place. CA FBLA must be notified prior to an event if a substitute adviser will be attending. California FBLA reserves the right to remove a student from office if a qualified adviser is NOT present at an event.*

## VI. PRIMARY ADVISER CERTIFICATION

**Becoming a state or section officer of California FBLA requires a commitment of all parties involved. To make that commitment, each party must understand their responsibility in this leadership experience. The information below ensures that commitment.**

If the student named in this application is elected to a CA FBLA State or Section Officer position I, as the student's primary adviser, agree to the following:

- Support this officer if he/she is elected and accompany him/her to all FBLA activities that require an adviser's participation.
- Assist the officer with the successful performance of his/her duties and responsibilities.
- Communicate with the Section Director and California FBLA leaders regarding any officer performance issues.
- Ensure that school officials are appropriately informed of officer activities and that the officer and adviser are supported fully.
- Attend the overnight State Summer Leadership Summit for all section and state officers.
- Attend the Section Executive Board Meetings and the overnight State Executive Board Meetings (for State Executive Board Officers only)
- Attend the Section's Officers and Advisers Training Day and any additional section sponsored events.
- Attend the Leadership Development Institute, Section Leadership Conference, and State Leadership Conference. All overnight events.
- Ensure that all school and CA FBLA policies regarding supervision, travel, and absences are followed.

If unable to travel with officer, identify a suitable school district employee to chaperone in your place.  
Monitor the officer's academic progress.  
Verify that the student applicant has completed, or is currently enrolled in, a CTE –business-related pathway.  
Verify that I am a certificated, credential CTE teacher.

**Print Adviser's name**  
**Contact email**  
**Contact phone number**

## VII. PRINCIPAL CERTIFICATION

**Becoming a state or section officer of California FBLA requires a commitment of all parties involved. To make that commitment, each party must understand their responsibility in this leadership experience. The information below ensures that commitment.**

If the student named in this application is elected to a CA FBLA State or Section Officer position I, as the school Principal, agree to the following:

Support this officer if he/she is elected.  
Support the adviser's role throughout the year, attendance at required events, including overnight events.  
Enable the officer and adviser to attend required events.  
Allow the officer to travel according to the conditions outlined in my district's Transportation & Travel Policies  
Verify that the above-named Adviser is a certificated, credentialed CTE teacher

**Print principal name**  
**Contact email**  
**Contact phone number**

## VIII. ADVISER/CHAPERONE ADMINISTRATION APPROVAL

Complete this form to verify the status of the following individual(s) to officially fulfill the role of FBLA local chapter adviser/chaperone for a Section or State officer at your school.

School Year:  
Name of School/Chapter:  
Name of student:  
Name of primary adviser:  
Name of co-adviser:  
Name of alternate chaperone (must be a district employee):

### Transportation

The above-named student may be transported to official FBLA sanctioned events by the approved FBLA adviser/chaperones listed above.

### Chaperone Policy

The above-named student must be chaperoned by one of the official representatives of the school district listed above at any function required of section and/or state officers in the fulfillment of their official responsibilities. **Parent or guardians may not serve as chaperones unless they are a credentialed employee of the school district the student attends.**

The individuals listed above are authorized to fulfill the duties of *Local Chapter Adviser/Chaperone* for the potential CA FBLA Section or State officer listed. These individual(s) are certificated school employees at the school of the student's local chapter or an employee of the district the local chapter is located. They will actively supervise and enforce the CA FBLA Code of Conduct, CA FBLA curfew regulations, district travel policies and home school policies for every local chapter member under their care at all California FBLA events. Any student who attends an official FBLA event without an approved adviser/chaperone will be sent home at the chapter's expense.

## IX. STUDENT APPLICANT CERTIFICATION with Parent/Guardian Support

Becoming a state or section officer of California FBLA requires a commitment of all parties involved. To make that commitment, each party must understand their responsibility in this leadership experience. The signatures below ensure that commitment.

If elected, I, the student officer, agree to:

- Remain committed to my education and family obligations.
- Make FBLA my top priority after my education and family responsibilities.
- Promote the growth and success of my local FBLA chapter as well as California FBLA chapters.
- Follow the established state/section officer guidelines, procedures, and regulations.
- Attend the State Summer Leadership Summit for all section and state officers with an approved adviser as my chaperone.
- Attend all State/Section Executive Board Meetings (In-Person and Conference Call as scheduled).
- Attend the Section's Officers and Advisers Training (OAT) Day and any additional SECTION sponsored events.
- Attend the Leadership Development Institute, Section Leadership Conference, and State Leadership Conference.
- Cooperate with my school officials, local chapter advisers, section director, and state/section leaders at all times.
- Perform all assigned officer responsibilities.
- Keep my school administration, local adviser, and state/section leaders informed of all activities and results.
- Maintain the highest degree of personal honor, integrity, and ethics.

Name of applicant:

As the legal guardian of the above-named applicant, I agree to support his/her candidacy and, if elected, his or her term as an FBLA State/Section Officer. I have read the State/Section Officer Candidate Guide and all application materials and will abide by the contents.

Print Name of Parent/Guardian

Email contact

Phone number contact

## X. CALIFORNIA FBLA OFFICER TRANSPORTATION CONSENT FORM

As the parent/guardian of the student named in this application I approve and support the following transportation guidelines.

- Student must be chaperoned by an adviser or chaperone from their school or school district
- CA FBLA expects officers and advisers to adhere to their local school district's transportation, travel, and chaperone policies<sup>1</sup>
- Travel for official CA FBLA activities must be approved prior to departure by the parent, school, and Section Director, and State Officer Adviser
- Travel not approved will not be eligible for travel reimbursement
- CA FBLA does not allow students to transport themselves to official events

<sup>1</sup> Please include a copy of the school district's transportation, travel, and chaperone policies with the application.

## XI. PERMISSION TO POST INFORMATION TO THE INTERNET

If elected as an officer of California Future Business Leaders of America (FBLA), your son/daughter can have his/her name, FBLA office, FBLA email address, school name and mailing address, and picture posted on the California FBLA website. Photos and video may also be used for marketing purposes on the CA FBLA social media platforms. At no time will your son or daughter's home address, phone number, or personal email address be posted. California FBLA requires that every email received by your child is also automatically forwarded to his/her primary chapter FBLA adviser.

Please indicate below if you allow California FBLA to post your son or daughter's name, FBLA office, FBLA office email address, school information, and picture on the California FBLA web site as well as use of image for marketing purposes. Please check the appropriate boxes below.

- Student's name and office may be posted
- Student's official CA FBLA email may be posted
- Student's school information may be posted

Student's photo may be posted  
Student's image may be used for marketing purposes

Student name  
Parent/Guardian name  
Signature of parent/guardian

## XII. APPLICATION SUBMISSION DIRECTIONS

- **DEADLINE.** Completed applications and required documents must be received via email no later than
  - **5:00 pm on DECEMBER 15, 2023, for Section officer applications including Section President/State Vice President candidates.**
  - **5:00 pm MARCH 1, 2024, for State officer candidates other than Section President (President, Secretary, Public Relations).**
- **National Candidates:** National Candidates do not need to complete the CA FBLA officer application but must follow the National Candidate Applicant Procedures outlined in the Officer Guide.
- **APPLICATION SUBMISSION.** All sections of the application must be completed and submitted with the additional required documents listed below. **Create one PDF** for submission. **Google documents or pictures of documents** will not be accepted.
  - Resume highlighting your leadership and FBLA experience.
  - Official school transcript (highlight CTE courses)
  - Copy of District Transportation/Travel/Chaperone Policies
  - Officer Candidate Signature Page (see last page)
  - If you are running for a **Section Office** email completed documents to your **Section Director**.
  - If you are running for **Section President** email completed documents to your **Section Director** and **State Officers' Adviser**.
  - If you are running for **State Office (President/Secretary/Public Relations)** email completed documents to **State Officers' Adviser**.
  - If you wish to seek a **national office**, please follow the National Candidate Applicant Procedures outlined in the Officer Guide.
- **ALL MATERIALS MUST BE LEGIBLE.** Save the application and all documents as a single PDF. No faxes or Google documents accepted.
- **INTERVIEW.** Candidates will be contacted regarding an interview time after all applications are received.

**QUESTIONS.** Contact information for Section Directors and CA FBLA staff members is below.

**Bay Section Director**

Mr. Graeme Logie

Email: [baydirector@cafbla.org](mailto:baydirector@cafbla.org)

**Central Section Director**

Mr. Jacob Avila

Email: [centraldirector@cafbla.org](mailto:centraldirector@cafbla.org)

**Gold Coast Section Directors**

Dr. Laurie Looker

Ms. Dawn Herbert

Email:

[goldcoastdirector@cafbla.org](mailto:goldcoastdirector@cafbla.org)

**Inland Section Director**

Mr. Lee Lara

Email: [inlanddirector@cafbla.org](mailto:inlanddirector@cafbla.org)

**Northern Section Director**

Ms. Stacey Atencio

Email: [northerndirector@cafbla.org](mailto:northerndirector@cafbla.org)

**CDE State Adviser for CA FBLA**

Mrs. Molly Anderson

Email: [manderson@cafbla.org](mailto:manderson@cafbla.org)

**Southern Section Director**

Dr. Jorge Ramirez

Email:

[southerndirector@cafbla.org](mailto:southerndirector@cafbla.org)

**State Officer Adviser**

Dr. Laurie Looker

Email:

[stateofficersadviser@cafbla.org](mailto:stateofficersadviser@cafbla.org)

### **XIII. CANDIDATE SIGNATURE PAGE**

**CA FBLA Officer Candidate Signature Page must be included with application packet.**

The signatures below indicate the signer has read the CA FBLA Officer Candidate application, understands his or her role, and fully supports the guidelines for officer candidates.

Directions: **Print this page and obtain original signatures in blue or black ink.** Scan the document and include it with the application packet.

FBLA Chapter the candidate is from:

School District:

Print Name of Candidate:

*Candidate's Signature*

Print Name of Parent or Guardian:

*Parent or Guardian's Signature*

Print Name of Primary Adviser:

*Primary Adviser's Signature*

Print Name of Principal:

*Principal's Signature*