



CA FBLA Section Officer Candidate Certification

I certify that I am a member in good standing of the _____ Chapter of CA FBLA in the _____ Section. I also certify that I will be returning as a member of the above chapter next year. I have read and understand **all the requirements in the Officer Candidate Guide**, and that all information submitted herein is accurate and correct.

Print Candidate's Legal Name: _____ Preferred First Name: _____

Candidate's Signature

Date

FBLA Section Officer Candidate/Parent Agreement

Candidate/Parent Agreement

If elected, I will attend the required meetings, adhere to the Code of Conduct, actively serve in office to the best of my ability, abide by the policies and procedures of CA FBLA and be an active student member.

My parents/guardians and I understand the obligations of serving as a CA FBLA Officer, being enrolled in, or have completed, a Career Technical Education class which aligns with my organization during my term of office, attending all meetings or conferences listed on the Officer Calendar or any other meetings called during my term of office. We further assume responsibility for all personal expenses not paid by the local, district, or state association. The state or local association will not be held responsible in the event of an accident. If elected, I will serve to the best of my ability and will resign if I fail to fulfill my responsibilities. **Failure to perform to expected standards may result in removal from office at the Board's discretion.** I further understand that I will be a role model and spokesperson for my organization and will always conduct myself accordingly throughout my term of office. I will abide by the constitution and by-laws of my state organization.

Candidate's Signature

Date: _____

Parent/Guardian's Signature

Date: _____

FBLA Section Officer Adviser/Principal Agreement

Adviser/Principal Agreement

The above candidate is a member in good standing of the _____ Chapter of CA FBLA. To the best of my knowledge, all information submitted on, with, or attached to this nomination form is factual and exists as presented. The candidate has completed, or is currently enrolled in, a state-approved business, finance or marketing education program.

We understand the commitments inherent in this office and pledge our support and assistance if the candidate is elected. Obligations include attendance at all required meetings (an estimated 20 days, counting those during the summer). The primary adviser is responsible for traveling with the officer to all in-person meetings and events, By signing below, the adviser and administrator pledge to provide guidance and direction to the candidate during the tenure of office, and understand that the local chapter must remain in good standing with the State and National offices of the Association or the candidate will be asked to resign from office.

Local Adviser's Signature

Date _____

Principal's Signature

Date _____

Northern Section Officer Calendar

If elected as a Northern Section Officer, **my primary local chapter adviser and I agree** to participate in the following events:

Date	Event	Location	Time
April	Installation Ceremony at SLC		
June	Officer Leadership Training Summit		
Aug/ September	In Person OAT day planning session OAT day		
October/ November	Leadership Development Institute In Person Sections planning session		
January/February	Section Conference and run through		
March	In Person SLC meeting planning		
April	State Leadership Conference		

Monthly meetings will be set up by the Northern Section Adviser. Monthly meetings not in person will take place via video conference. Other events may be added as necessary at the discretion of the State or Section Adviser.

I have read and understand the information above.

Candidate Signature

Date: _____

Local Adviser Signature

Date: _____

Administrator Signature

Date: _____

Parent/Guardian Signature

Date: _____

FBLA Officer Local Chapter Adviser Guidelines

We appreciate your support in running a candidate for office. You play a key role in developing our officer candidates. In fact, your student is most likely enthusiastic about leading our organization because of the encouragement they received from you. However, having an officer also requires the commitment and dedication of the local adviser. Please review the following and sign the form below to indicate you are aware of your adviser responsibilities in sponsoring an officer candidate:

1. I agree to run only candidates that I feel have the character and maturity to lead CA FBLA as an officer. I also pledge to encourage our CA FBLA chapter to fully support our officer during his/her term in office. I have discussed the Section Officer Responsibilities with my candidate and feel confident that they are capable of successfully performing all the required tasks.
2. I agree that if my student is elected to an officer position, we will review the officer schedule frequently and I will strongly recommend that he/she make CA FBLA activities a top priority. We have reviewed the Section Officer Calendar, and he/she understands that failure to attend required meetings may result in removal from office.
3. I will communicate in a timely manner with the Northern Section Adviser to help my student fulfill his/her officer duties.
4. I will assist my student in meeting all deadlines in a timely manner.
5. I will discuss travel arrangements with my officer and travel with him/her as required. I understand CA FBLA will pay the expenses for me and my officer to attend all required events. I understand the school is responsible for covering the costs of any additional chaperon due to district travel policies.
6. I understand that parents may not replace me as a chaperon.

We appreciate the valuable role CA FBLA advisers have in forming our section officer teams. The future success of CA FBLA depends upon your ability to recognize leadership skills in your students. Thank you for your support!

Print Name of Local Adviser

Local Adviser Signature

Date

FBLA Officer Social Media Contract

If elected as an officer, you will be representing not only the state and chapter you are from, but you also serve as a brand ambassador for CA FBLA and are expected to portray yourself, and the organization, in a positive manner at all times. You are also responsible for completing your assigned duties through approved CA FBLA social media platforms. As an officer, you must read and sign this contract acknowledging the Officer's Responsibility to use social media responsibly and with accountability as a member of the Student FBLA Board.

All Officers are required to comply with the following:

- Responsibilities
 - Complete all assigned social media postings and planning in a timely manner
 - Maintain and reflect the positive professional image of CA FBLA
 - Interact with all membership only on CA FBLA professional accounts
 - Post appropriately, respectfully, and thoughtfully
 - Have all posts approved by the Section Director or State Adviser
- Tentative Do's & Don'ts

Do's	Don'ts
Follow CA FBLA social media platforms as well as allow CA FBLA Staff to follow you	Block CA FBLA Staff from viewing your posts
Positively interact with membership using professional and encouraging language	Use any derogatory language, remarks, or profanity
Keep personal views off all CA FBLA Accounts	Express any controversial viewpoints (ex. politics)
Immediately remove anything when asked to do so	Involve yourself with alcohol or drugs, including liking and quoting such references.
Complete all assigned postings and have them approved	Forget and/or ignore your responsibilities
Be your professional self and share CA FBLA news through all social media platforms supported by CA FBLA	Share any account information with those not on the team
Think twice before posting or putting yourself in inappropriate positions	Have incrimination, violence, any form of nudity, inappropriate gestures, etc. on social media
Other items may be added at the Section Adviser's discretion	

By signing this Social Media Agreement, you are stating that you will follow the rules indicated above and you understand that disciplinary actions may be imposed for failure to comply with those rules.

Candidate Signature

Local Chapter Adviser Signature

Parent/Guardian Signature

Permission to Post Information on the internet and social media

If elected as an officer, the candidate will have their name, position, FBLA email address, school name and profile picture posted to the CA FBLA website and Instagram account. Photos and videos from officially sanctioned CA FBLA events may also be used for marketing purposes on CA FBLA social media platforms and event marketing materials.

Your signature below indicates your permission to post your child's information to the internet and social media accounts for CA FBLA.

Parent/Guardian Signature

Date

FBLA Officer Conditions of Understanding

We, the candidate, chapter adviser, parents and school administrator, understand that:

1. The official term of office will begin immediately following the state conference in which the officer was installed and will continue until the end of the following state conference.
2. The officer will meet with the other section officers at a time and place identified by the Section Adviser at the beginning of the official term to plan a program of work.
3. Regular meetings with the Section Adviser and the officer team will occur throughout the term of office.
4. The officer candidate will adhere to the campaign rules and election procedures
5. The officer candidate will adhere to all CA FBLA procedures and policies
6. A candidate may be disqualified by a majority vote of the CA FBLA Board of Directors if any behavior or actions are deemed to be unethical, unprofessional, and/or irresponsible.
7. School/ Site approval for attendance of each individual Officer at CA FBLA conferences is the total responsibility of the local chapter adviser.

My signature below certifies that I have read and understand the entire CA FBLA State Officer Candidate Guide.

Candidate Signature

Date

Parent/Guardian Signature

Date

Local Chapter Adviser Signature

Date

School Administrator Signature

Date

FBLA Officer Reasons for Removal

Any officer may be declared “inactive” and/or removed from office in the following situations.

Declaration of “inactive” status and possible removal from officer for:

1. Any officer who fails to adequately perform the duties of the office will be removed from office.
2. Any officer member who fails to attend any mandatory meetings or events without just cause (illness, death in immediate family, or an unforeseen emergency) shall be placed on probation for a period of time to be determined by the Section Adviser and the State Director.
3. Any officer whose behavior, while in the performance of duties, is contrary to published rules of conduct or whose behavior is injurious to the image of this association shall be removed from office.
4. Removal from office carries the obligation of repayment of chapter, district, and state funds used to maintain the members expenses while in office.
5. Any FBLA officer who resigns or is removed from office and wishes to run again will need to submit an appeal to be considered for future office prior to the application deadline.

Immediate and automatic removal from office for:

1. Failure to adhere to the Code of Conduct
2. Failure to adhere to Policy and Procedures

I fully understand the possible causes for removal from office, rules, regulations, conditions, and directions set forth by the Policies and Procedures for CA FBLA as well as the State and Section Officer Adviser.

I understand, if removed, I will immediately return all materials purchased by CA FBLA This includes officer uniform, polo’s, etc.

_____ **Date:** _____
Candidate Signature

_____ **Date:** _____
Parent/Guardian Signature

_____ **Date:** _____
Local Chapter Adviser Signature

Section Officer Application

Select One Officer Position You Are Applying For:

Northern Section Office Positions:

Vice President	
Secretary / Treasurer	
Public Relations	
Leadership Associate	

- I. List all CA FBLA Leadership Positions you have held:

- II. List the CTE Business Courses you have completed:

- III. List all CA FBLA State Projects you have completed:

- IV. List all the FBLA BAA levels you have completed:

Candidate Statement and Submission Directions

In 200 words or less describe why you would like to hold a section officer position on the CA FBLA Northern Section team.

- Completed application, current academic transcript and a resume highlighting your leadership experience must be received via email no later than **5:00 PM PST December 19, 2025**, for Northern Section officer positions, excluding Section President which must complete the State Officer Application instead.

Email the completed application, resume, and transcript as a single PDF to satencio@cafbla.org.

