



TINA-AVALON FBLA CHAPTER OFFICER APPLICATION FORM

DEADLINE: FRIDAY, APRIL 6, 2018

Each prospective candidate for an FBLA office should complete this application form. Return the completed form and the signed code of conduct to **Mrs. Susan Rucker**. It is your responsibility to hand out the teacher recommendation forms to **all** of your current teachers for completion. The teachers should return the evaluations to **Mrs. Susan Rucker**.

Office Sought _____

2nd Choice of Office _____
See officer duties description below. Offices have changed.

Full Name _____

Cell Phone _____

Number of Years in FBLA _____

FBLA Offices Held _____

Other School Offices Held _____

Statement of Qualifications _____

Present Class (this year): Fr. _____ Soph. _____ Jr. _____

Business Subjects in which you are currently enrolled or have completed:

Subject	Year	Subject	Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Business Subject(s)/Courses you plan to enroll in next year:

Proposed Plans for Term in Office _____

Are you participating in the Business Achievement Award (BAA) program? Yes No

If yes, what level are you on? _____



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FBLA Officer Duties

All officers are expected to participate in chapter activities and projects—professional, service, and social. They are also expected to complete their responsibilities on time and without prompting. It is highly recommended that officers be currently enrolled in a business class. All officers will assist in the completion of the Chapter of the Year requirements, including the submitting documentation.

Duties of President

- ⇒ Preside over and conduct meetings according to accepted parliamentary law.
- ⇒ Prepare an agenda for each meeting.
- ⇒ Coordinate with other officers and advisers to create a Program of Work.
- ⇒ Appoint committee chairs and serve as an ex-officio member to each.
- ⇒ Coordinate chapter activities by keeping in close touch with other officers, committee chairs, membership, and advisers.
- ⇒ Call special meetings as needed.
- ⇒ Write letter to chapter for Local Chapter Annual Business Report.

Duties of Vice President- Projects

- ⇒ Assist the president in the discharge of duties.
- ⇒ Preside at meetings in absence of president.
- ⇒ Be prepared to assume duties and responsibilities of president if needed.
- ⇒ Oversee the State Chapter of the Year project and make assignments as needed.
- ⇒ National Outstanding Chapter Report completion.

Duties of Vice President- Membership

- ⇒ Assist the president in the discharge of duties.
- ⇒ Be prepared to assume duties and responsibilities of president if needed.
- ⇒ Maintain calendar of chapter Program of Work.
- ⇒ Oversee all committee work and management of assignments. This includes making sure committee chairs conduct meetings.
- ⇒ Maintain the chapter point system.

Duties of Secretary

- ⇒ Prepare and read the minutes of meetings.
- ⇒ Assist in the preparation of the Local Chapter Annual Business Report.
- ⇒ Work with the treasurer in keeping an accurate member roll and issue membership cards.
- ⇒ Count and record votes when taken.
- ⇒ Read communications/correspondence at meetings.



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FBLA Officer Duties (continued)

Duties of Treasurer

- ⇒ Prepare and read monthly financial reports for chapter meetings.
- ⇒ Write receipts for membership dues and other payments.
- ⇒ Keep accurate and current financial records.
- ⇒ Serve as liaison to fundraising committee.
- ⇒ Encourage efficient money management.
- ⇒ Assist in preparation of annual statement of receipts/expenditures for Local Annual Business Report.

Duties of Reporter

- ⇒ Gather and classify chapter news according to project.
- ⇒ Write news releases and articles for publication in local newspaper within one week following all chapter activities for approval by adviser.
- ⇒ Collect news and write feature stories of chapter activities for district and state newsletters as well as Local Chapter Annual Business Report.
- ⇒ Take digital pictures of chapter activities.
- ⇒ Assist Historian in preparation of (minimum of four) chapter newsletters.

Duties of Historian

- ⇒ Maintain a history of the chapter in the form of a chapter scrapbook (paper or electronic) to include all chapter publicity and activities.
- ⇒ File clippings and pictures of chapter activities.
- ⇒ Assist in preparation of the Local Chapter Annual Business Report.
- ⇒ Take digital pictures of chapter activities.
- ⇒ Assist Reporter in preparation of (minimum of bimonthly) chapter newsletters.

Duties of Parliamentarian

- ⇒ Assist chapter members in understanding the basic purpose of parliamentary procedure.
- ⇒ Be prepared to advise the presiding officer and other chapter members on parliamentary procedure.
- ⇒ Have reference materials pertaining to parliamentary procedure available for each meeting



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I have read and I am familiar with the information provided in this officer guide and application. I agree to abide by its terms should I be selected.

Signature of Candidate

As parents/guardians of this officer applicant, I will see that he/she attends ALL the required meetings as follows:

1. ALL local chapter meetings and planning meetings.
2. Chapter service projects
3. Officer Planning Meeting—July or August
4. Show-Me Leadership Conference (if the chapter chooses to attend) -October
5. National Fall Leadership Conference (if the chapter chooses to attend)—November
6. Monthly Meetings/Activities
7. District 19 Leadership Conference—February.
8. State Leadership Conference—April

Signature of Parent/Guardian

CODE OF CONDUCT

1. Chapter officers shall behave in a courteous and respectful manner refraining from language and actions that might bring discredit upon the FBLA association.
2. Chapter officers shall fully participate in all appropriate activities, fundraisers, conferences, workshops, business meetings, etc., for which they have responsibility.
3. Chapter officers shall abide by the dress code.
4. Chapter officers shall be willing to take and follow instructions as directed by advisers.
5. Chapter officers shall avoid places and actions that in any way could raise questions as to moral character or conduct.
6. Chapter officers shall treat all members equally.
7. Chapter officers shall communicate any circumstances which prevent them from fulfilling their duties.
8. Chapter officers shall not violate any state or federal laws.
9. Chapter officers shall not get on academic probation.

As an officer of the Tina-Avalon High School Chapter of Future Business Leaders of America, I agree that I will abide by the above prescribed code of conduct.

Signature

Date



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FBLA OFFICER APPLICANT EVALUATION -- **DEADLINE FRIDAY, APRIL 6, 2018**
(Duplicate for ALL of your teachers)

Applicant

Based upon your knowledge and observation of the applicant's academic performance, character, leadership abilities, and personal initiative, please check the category that best describes your perception of the applicant. The evaluations of the applicant's teachers will be used in conjunction with other criteria in choosing FBLA officers for the coming year. **Please complete this form and return to Mrs. Rucker not the applicant.** Thank you.

	Outstanding Top 5%	Excellent Top 10%	Good Top 25%	Average Top 50%	Below Average	Poor
Desire to Learn						
Ability to Communicate						
Willingness to Perform						
Attitude Toward Others						
Fulfilling Responsibilities						
Meeting Goals						
Honesty/Integrity						
Leadership Potential						
Maturity						
Attendance						
Overall Behavior						

Comments _____

Signature _____ Title/Position _____



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Applicant Name & Office Applying For: _____

Interview Question Rubric

1. Describe a good leader. What qualities do you have?

1 2 3 4 5 6 7 8 9 10

2. What projects have you done so far as an FBLA member?

1 2 3 4 5 6 7 8 9 10

3. As a future business leader, what community service projects would you suggest?

1 2 3 4 5 6 7 8 9 10

4. How do you think a friend would describe you to others?

1 2 3 4 5 6 7 8 9 10

5. How would a teacher who knows you well describe you?

1 2 3 4 5 6 7 8 9 10

6. What motivates you to work your hardest?

1 2 3 4 5 6 7 8 9 10

7. What would you like to see accomplished in FBLA?

1 2 3 4 5 6 7 8 9 10

8. What prompted your interest in FBLA?

1 2 3 4 5 6 7 8 9 10