



NH FBLA

STATE OFFICER CANDIDATE

PACKET



RUNNING FOR NH FBLA STATE OFFICE

So, you want to be a New Hampshire FBLA State Officer! That's wonderful! Running for office is an exciting learning experience that you will never forget. Here are a few facts that you should consider before you begin:

- ⇒ The State Officer Team for NH FBLA consists of 6 elected members and one appointed member. The 6 members are elected after campaigning at the State Leadership Conference. The winner of the Parliamentary Procedure Event is appointed as the 7th member of the team. (Must meet minimum score as set by the NH FBLA Advisory Board to be appointed).
- ⇒ Are you running for the right reasons?
 - Do you want to be an officer to develop leadership skills, or do you just want to have activities to list on your college application?
 - Do you want to be a leader, or just be in a position to tell people what to do?
 - Will you consider workshops and conferences as a learning experience, or will you look at them as just another way to get out of school for the day?

A good officer works with the other officers for the betterment of the organization; promotes a positive image of FBLA at all times; attends all required meetings; never treats others in a condescending manner.

- ⇒ If elected, are you willing to commit yourself to your duties?
 - The Officer Team meets on average one Saturday per month.
 - Officers are often called upon to speak before various groups; give up leisure time to work on FBLA projects, or miss school functions in order to represent our organization.
- ⇒ Are you supported by your parents and your school administration?
 - Many times parents have to schedule activities around your calendar. They must be supportive when it comes to giving permission for you to meet your FBLA obligations.
 - It is crucial for you to have the support of your school administration, as you will miss school on occasion.
- ⇒ Do you intend to practice the FBLA Code of Ethics?
 - I will be honest and sincere
 - I will approach each task with confidence in my ability to perform my work at a high standard
 - I will willingly accept responsibilities and duties
 - I will seek to profit by my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work
 - I will abide by the rules and regulations of my school
 - I will exercise initiative and responsibility and will cooperate with my employer and fellow workers
 - I will dress and act in a manner that will bring respect to me and my school

- I will seek to improve my community by contributing my efforts and my resources to worthwhile projects

Okay, you have considered all these points and feel that you are ready to run for office. You must now develop your campaign. Just follow these simple steps:

1. Study the duties and qualifications needed for being a state officer. Make sure that you are well qualified and that you understand everything that will be required of you should you be elected.
2. Complete and mail your application so that it is **RECEIVED** by February 1 to:

Mrs. Mina Ayers
NH FBLA SLC Coordinator
117 Hunkins Pond Road
Sanbornton NH 03269

3. Attend the mandatory Prospective Officer Candidate interviews on Saturday, February 9 at 9:30 a.m., Laconia High School.
4. Select a campaign manager and a campaign committee. Make sure that these people are dependable, energetic and enthusiastic workers.
5. Develop a campaign that will distinguish you from the other candidates and use this theme throughout your campaign.
6. Develop a campaign budget (you will need to turn it in at Candidate Screening at the State Leadership Conference). The State FBLA Advisory Board has set a \$200 limit on campaign expenditures/donations. As a general rule, it is not necessary to spend a great deal of money on printing, etc. It is more important to run a well-organized, polished, professional campaign.
7. Study your handbook and FBLA/PBL current publications in order to be better prepared for caucus questions.
8. Practice your campaign speech. Your high school speech or English teacher will probably be glad to help you. Be sure that your speech does not run over the time allowed (1 minute campaign manager; 3 minutes candidate).

STATE LEADERSHIP CONFERENCE

When you arrive at the conference, be sure that you follow all the rules for campaigning, including presenting your campaign materials and budget to the screening committee. You are limited by The Center of NH as to where you may hang posters.

When running for a state office, you may not do any campaigning or set up any materials before the Officer Candidate Screening at the start of the conference.

Here are a few tips for successful campaigning:

- Be visible. You cannot campaign from your hotel room or a quiet place where there are no delegates.
- When campaigning, be sure that you are wearing business attire. Suits are preferable for both males and females. A conservative dress is also acceptable for females. Be sure that you are well groomed from top to bottom.
- Greet everyone with a smile and a firm handshake. Introduce yourself, tell them why you are running and let them know that you would appreciate their vote.
- Be genuine when talking with members. Establish eye contact and use the individual's name if possible.
- Watch your grammar, manners and etiquette at all times. You never know when someone is watching.
- NEVER make a derogatory remark about any of the other candidates. That is not a quality of leadership.
- Have all campaign materials ready before you leave your home or school.
- During campaign hours, it is required that your campaign booth be staffed at all times (except for General Sessions/Testing/Dinner).
- Make sure that you have a handout listing your qualifications, goals and ideas. Delegates want to know this information.
- Campaign booths must be cleaned and dismantled by 10 p.m. on Thursday night.

Remember to plan each step of your campaign with care. Keep a positive attitude at all times. Naturally, you want to win, but always be prepared for a possible loss. Someone has to lose. If it happens to you, show your true spirit of leadership—shake the winner's hand, offer your congratulations and support. This is the mark of a mature young person and you will earn the respect of those around you.

In the event that you are not elected, don't give up! You have gained experience and ideas to help ensure your election the next time. Continue your involvement through your local chapter and by volunteering on committees with the state.

NH FUTURE BUSINESS LEADERS OF AMERICA

STATE OFFICER TEAM REQUIREMENTS

Once elected, you will be required to attend one Saturday meeting per month, held in a central location. Transportation to and from these meeting must be provided by each individual state officer, their parents or the local chapter adviser. State officers will be required to sign an attendance contract.

Each state officer will be required to purchase a navy blue blazer and other accessories as part of the NH FBLA State Officer Team uniform.

Although you do not have to attend all of the following, they will greatly enhance your State Officer experience :

<u>FBLA Activity</u>	<u>Total Anticipated Cost</u>
National Leadership Conference (June/July)	\$800-1500
CTSO Training** (August)	None
Monthly Saturday Meetings**	None
Fall Leadership Workshop** (October)	None
National Fall Leadership Workshop (November)	\$300 - 500
President's Meeting/Advisor's Workshop** (January)	None
State Leadership Conference** (late March, early April)	None

**REQUIRED

An important part of leadership development is a commitment to one's school work and state officer responsibilities. If a state officer's academic performance is not maintained at an acceptable level or if the state officer does not carry out the responsibilities of their office, they may be removed from state office after a review by the State Committee/Advisory Committee. Officers will be asked to periodically produce evidence of academic achievement.

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OFFICER REQUIREMENTS

Each prospective candidate for state FBLA office must complete and mail the Application (page 7) along with the following items:

1. A resume, including qualifications for the office. (Business courses, leadership experience, job history)
2. Two letters of recommendation. (One must be from your local FBLA adviser)
3. A typed statement, in your own words, as to why you are running for office and why you should be elected.
4. A copy of your high school transcript. (Used only to show that you are not on academic probation)
5. A picture of yourself in business attire (or a disk with this image). This will be used as a slide during candidate speeches.

Prospective Officer Candidate Interviews will be held on Saturday, February 9, 2008 at 9:30 a.m. at Laconia High School. All candidates must attend, including those eligible for State Office by virtue of the Parliamentary Procedure competitive test.

The application and accompanying materials must be received by February 1. Send to:

Mrs. Mina Ayers
NH FBLA SLC Coordinator
117 Hunkins Pond Road
Sanbornton, NH 03269

All applicants /candidates are reminded that no campaigning may be done until after the Candidate Screening at the start of the State Leadership Conference.

NEW HAMPSHIRE
FUTURE BUSINESS LEADERS OF AMERICA

STATE OFFICER APPLICATION

PLEASE TYPE OR PRINT NEATLY

Candidate's Name _____ Grade level _____

Local Chapter Name _____ Adviser Name _____

Home Address _____

Home Phone: _____ Cell _____

Email _____

If elected, I will attend all required activities as outlined on Page 6 and all required meetings, and I will actively complete all the responsibilities of my office.

Candidate's Signature

Date

SUPPORTING SIGNATURES:

_____ has my permission to run as a candidate for NH FBLA State Office. If elected to state office, I will cooperate in whatever way I can to see to it that he/she attends all meetings and completes all assigned duties.

Parent's Name (Printed)

Parent's Signature

Local FBLA Adviser's Name (Printed)

Local Adviser Signature

Principal's Name (Printed)

Principal's Signature