



Officer Application Form

Please print out, fill out, and turn in to Mr. Haskin if you are interested

Office Sought:

Applicant Information

Name _____

of years in FBLA _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

E-mail Address: _____

School Class for next school year: *Sophomore* *Junior* *Senior*

Business Courses Taken or Currently Enrolled:

Awards & Honors:

Please attach picture:

(So that officers can identify who you are)

FBLA Officer Application Form

FBLA Officer Responsibilities

Class President: must provide an environment where all members can/will grow professionally.

- Presides over and conducts meetings. Calls special meetings as needed.
- Coordinates chapter activities by keeping in touch with the officer team, membership, and advisers.
- Serves as an ambassador in the community, region and state, on behalf of our local chapter.
- Works with Mr. Haskin to create agendas needed for the monthly meetings.
- Is required to have held an office prior to becoming president.
- Cannot be president of any other organization (unless approved by Mr. Haskin).
- Must have competed at regionals and attended at least one state competition (or have adviser recommendation).
- Must show responsibility and leadership skills.
- Support all officers in the carrying out of their duties
- Must have a class or scheduled time to check in with Advisers daily.
- Is responsible for office-specific duties (e.g. recruitment and/or fundraising.)

Secretary/Treasurer: serves as an ambassador in the community, on behalf of our local chapter

- Prepares and reads the minutes of meetings.
- Is responsible for the membership attendance system.
- Is responsible for public relations on the school, community, state and national levels (e.g. news articles, communicating with Georgia FBLA and submitting information to Monty Rhodes)
- Helps prepare articles to be submitted to the Thomasville Enterprise related to FBLA functions
- Must show responsibility and leadership skills.
- Keeps financial records neat and current.
- Is responsible for all fundraising planning, execution, and efforts.
- Is responsible for communicating with advisers, members, and the officer team ideas for fundraising and communicating with the organizations involved in the efforts
- Must show responsibility and leadership skills.

Historian:

- Communicates with the President/Vice President about information to relay to members
- Takes pictures at meetings and conferences
- Maintains an accurate, up-to-date, history to include a scrapbook, Facebook Account, Twitter Account
- Responsible for working with the Secretary to submit pictures and information to Georgia FBLA to highlight TCCHS FBLA
- Must show responsibility and leadership skills.

Community Service/Membership Vice Presidents:

- He/she is responsible for developing creative meeting announcement flyers and providing sign-up sheets for members who plan on attending the meetings.
- The Membership Vice President distributes membership cards once they have been received from the National office.
- They are responsible for coordinating all community service projects, including a fundraiser to benefit the March of Dimes.
- Nurtures and encourages student and professional membership.
- He/she is instrumental in recruiting new members through attendance at the FBLA evening meetings.
- They also suggest community service ideas to the chapter members and develop a better working relationship between the community and the chapter.



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FBLA Officer Application Evaluation

Description	Points Possible	Points Earned
1. Current Officers Points	30	
2. Haskin Points	35	
3. Ausley Points	35	
4. Pierce Points	35	
5. BAA Future Level	5	
6. BAA Business Level	10	
7. BAA Leader Level	25	
8. BAA America Level	50	
9. Lead a Fundraiser	20	
10. Lead a Campaign (September Sweeps, Nonstop November, etc.)	10 per (30 pt max)	
11. Placed 1 st at Region Leadership Conference	10	
12. Placing top 10 at state	20	
13. Qualify for National Leadership Conference	50	
14. Star Fundraiser (determined by advisers)	25	
15. Community Service Stars (5 pts per 50 hrs)	20 (max)	
TOTAL POINTS	400	

Adviser notes/comments:

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1. FBLA officers will conduct themselves in a courteous and respectful manner, refraining from language and actions that might bring discredit to our club.
2. FBLA officers must participate fully in all appropriate activities, conferences, workshops, business meetings, etc. for which they have responsibility.
3. FBLA officers must abide by the requirements of the advisers and TCCHS Rules.
4. FBLA officers must be willing to take and follow instructions as directed by those responsible for them.
5. FBLA officers shall avoid places and actions which, in any way, could raise questions as to character or conduct.
6. FBLA officers must treat all members equally.
7. FBLA officers participating in FBLA–PBL assignments must be willing to be a “step above” your classmates. You must willing participate in and support your fellow teammates in their competitions and encourage members to better themselves in workshops and meetings.
8. FBLA officers shall communicate to advisers any circumstances preventing them from carrying out predetermined plans at assigned conferences.
9. FBLA officers are not permitted to campaign for fellow members in pursuit of an officer position or position of authority or privilege in FBLA.
10. FBLA officers shall not violate any school rules or have ANY disciplinary action taken against them (IE: no detentions, ISS, etc.)

FBLA officers who violate any of the above subject themselves to:

1. Being removed from your officer position, excused from conferences, and even suspended or expelled from TCCHS FBLA.
2. Have any honors or offices withdrawn.

As a FBLA officer, I agree that I will abide by the above prescribed code of conduct. By checking this box, I have certified my agreement.

_____ Signature

_____ Date