



Nebraska Future Business Leaders of America  
**State Officer Conduct/Procedures Code  
Adviser's Statement Form**

Nebraska Future Business Leaders of America (FBLA) requires each state officer to read and complete this form and return to the state office as partial completion of his/her state officer application process.

1. Appropriate dress of businesslike attire will be expected. Official dress or uniform will be worn at all state-approved activities, meetings, or conferences.
2. There shall be no defacing of property. Any damages to any property or furnishings in hotel rooms, meeting rooms, or conference locations must be paid by the individual responsible and may subject the individual to criminal prosecution.
3. State officers shall keep their state adviser informed of their Nebraska FBLA official activities and participation in the activities at all times.
4. State officers shall be prompt and prepared for all official activities.
5. State officers must be in their sleeping rooms and quiet at curfew. Curfew will be established by the state adviser.
6. No alcoholic beverages or narcotics of any form shall be possessed at any time, under any circumstances, while representing Nebraska FBLA. Possession of such substances may subject the individual to criminal prosecution.
7. No use of tobacco products will be permitted while a delegate is representing his/her local school and career student organization.
8. State officers are required to attend all assigned activities such as workshops, competitive events, committee meetings, delegate assemblies, state officer meetings, etc. If a state officer cannot fulfill an assignment, the state adviser must be notified immediately.
9. Identification badges will be worn at all times while serving in official capacity as a state officer.
10. Male and female officers may not be in the same sleeping room unless an adviser/sponsor is present in the room.
11. Conduct not conducive to an educational conference will not be allowed. Such conduct includes actions disrupting a businesslike atmosphere, association with non-conference individuals or activities, which endanger self/others.
12. State officers report directly to the state adviser for state officer responsibilities. A state officer must also work closely with his/her chapter adviser in activities and assignments.
13. All official correspondence as a state officer should be keyed correctly using proper letter style. A copy of all official correspondence as a state officer must be sent to the state adviser. All correspondence mailed by the state officer should be proofread by the local adviser.
14. The state adviser will use his/her discretion in calling on a state officer (past or present) to represent the organization.
15. Education always takes precedence. State officers must plan accordingly so that problems do not occur.
16. Official travel by a Nebraska FBLA state officer must have approval from the state adviser and will require chapter adviser and parent/guardian approval. A State Officer Travel Authorization Form should be received in the state office two weeks before each scheduled meeting.

17. When expenses are paid by the state organization, reimbursement will be made directly to the state officer after submission of an expense reimbursement sheet.
18. An up-to-date itinerary must be prepared and left with parents, local advisers, and the state office staff.

**PROCEDURES**

1. The state officer shall be responsible to the state adviser while serving in the capacity of a state officer.
2. Officers violating the Conduct/Procedures Code will be dealt with by the Nebraska FBLA Board of Directors, the policy-making body for the association, in cooperation with the local adviser and local school administration. The officers may be sent home at their own expense and/or removed from office.

**I have read and fully understand the Nebraska Future Business Leaders of America State Officer Conduct/Procedures Code and agree to comply with these conduct/procedures guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines.**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

We approve the student named above to attend state-approved Future Business Leaders of America activities. We agree to the provisions as stipulated in the Conduct/Procedures Code.

\_\_\_\_\_  
 Parent/Guardian's Signature

\_\_\_\_\_  
 School Official's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Home Phone

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 Home Phone

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 Work Phone

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 Work Phone