



# State Officer Candidate Packet

Nebraska FBLA



# Nebraska FBLA State Officer Candidate Packet

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# Part One: Application Process

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## **Required forms due: January 20**

*(Forms can be found on the Nebraska FBLA website.)*

The Nebraska Future Business Leaders of America (FBLA) State Officer Team consists of six (6) positions: president, vice president, secretary, treasurer, reporter, and parliamentarian. Each candidate for a Nebraska FBLA state office position must submit the following five (5) forms by the stated deadline:

- State Officer Candidate Application
- Adviser's Statement Form
- Administrator's Permission Form
- Parent's Permission Form
- State Officer Conduct/Procedures Code

## **Application Requirements**

All chapters are encouraged to enter qualified officer candidates to serve Nebraska FBLA. A chapter may enter a maximum of three candidates:

- Two candidates for the elected positions.
- One candidate for parliamentarian.

Nebraska FBLA state officer positions consist of five elected positions and one appointed position. The elected positions include the offices of president, vice president, secretary, treasurer, and reporter. The appointed position is the parliamentarian.

The following qualifications must be met for an applicant to apply for a position:

- Any student running for state office must have at least one full academic year remaining in their high school career and reside in Nebraska.
- State officers may not graduate at mid-year from high school and retain their state officer position.
- A presidential candidate must have attended a previous Nebraska State Leadership Conference.
- All candidates must have attended a Nebraska Fall Leadership Conference.

## **Parliamentarian Position**

In accordance with the Nebraska FBLA State Bylaws, a parliamentarian is appointed. Any student interested in applying for this position must submit the state officer application form by the application deadline.

Parliamentarian candidates will participate in the State Officer Screening Day test and interview, give a two-minute qualification speech at the State Leadership Conference opening session, and answer questions at the Formal Caucus.

Parliamentarian candidates do not campaign for office. Students applying for this position take the written Parliamentary Procedure team event at the State Leadership Conference. On the basis of the results of this test, the parliamentarian is appointed. The announcement of the appointed parliamentarian is made at the conference. [Screening Day](#)

All candidates for state office, including the parliamentarian candidates, are screened prior to the State Leadership Conference. This screening will prevent a candidate from spending time and money on campaign materials only to find out that he/she is not eligible for office.

According to the Nebraska FBLA Bylaws, each candidate will be required to take an examination covering all aspects of FBLA and parliamentary procedure, and each candidate must receive a minimum score of 70 percent to pass the state officer screening test. During the screening session, the candidates will be interviewed about their knowledge of and interest in FBLA. Students will want to review all aspects of the FBLA organization including the topics listed on the review sheets.

The candidates approved to run for office will be informed of their eligibility by electronic communication one week following the State Officer Screening Day.

The FBLA state officer screening will consist of four parts:

- State officer application
- Written test
- Interview with the FBLA Board of Directors
- Attendance at presentations given by the current FBLA State Officer Team

Candidate advisers should:

- Accompany the candidates to the Screening Day
- Attend the presentations
- Visit with the State Adviser to review state officer responsibilities

### **Screening Day Test**

All officer candidates, including the parliamentarian candidates, will take a written test and must receive a minimum score of 70 percent on the written examination. The test will cover FBLA knowledge as well as parliamentary procedure. Candidates will want to review the FBLA General Knowledge, Parliamentary Pointers, and FBLA Fact Sheet included in this packet.

### **State Officer Candidate Test Study Guide**

Information could be taken from Sections 1 and 2 of the Nebraska FBLA Handbook, the FBLA-PBL bylaws, the FBLA General Knowledge, the Parliamentary Procedure Basic Guide, and/or the National FBLA Fact Sheet on the following pages.

### **FBLA General Knowledge**

1. Names of the current Nebraska FBLA and FBLA-PBL national officers.
2. Name of the State FBLA Adviser and State FBLA Chairman.
3. Name of the National Chief Executive Officer.
4. Nebraska and national dues information.
5. Names of the national and state FBLA publications.
6. Names of the four divisions of FBLA: FBLA, secondary division; Phi Beta Lambda (PBL), postsecondary division; FBLA – Middle Level, Professional Division.
7. Names of the current national officers.
8. The five (5) FBLA regions are: Eastern, North Central, Southern, Western, and Mountain Plains

- Know the states therein
9. Nebraska Fall Leadership Conference, National Fall Leadership Conference, and National Leadership Conference sites.
  10. Three words on the FBLA emblem: service, education, progress.
  11. History of Nebraska FBLA and FBLA-PBL.
  12. FBLA-PBL- and Nebraska FBLA-run programs
  13. Current Nebraska and National FBLA themes.
  14. Month in which FBLA Week is celebrated.
  15. Names of the current Board of Directors members.
  16. Names of the current State Advisory Council members.
  17. The first chapter chartered in Nebraska was Bellevue in 1959.
  18. Nebraska was chartered as a state chapter in 1963.
  19. The nine (9) goals of FBLA.
  20. Basic parliamentary procedure information (see the information provided below).

### Parliamentary Procedure Basic Guide

**Motion:** the means by which all business is introduced in an assembly. Motions are classified according to their nature as main, subsidiary, privileged, incidental, and motions that bring a question again before the assembly.

The steps to making a main motion include:

1. Addressing the chair: "Mr. President."
2. Assigning the floor: The chair recognizes the member and assigns him/her the right to speak, yielding to the motion maker first with a limit on the number of times they may speak.
3. Member makes motion: "I move . . ."
4. Another member seconds the motion: Without rising says, "Second." This doesn't mean you agree with the motion.
5. The chair states the motion: "It is moved and seconded that . . ."
6. Debating the question: "Is there any discussion?"
7. Putting the question: After all debate has ceased, the chair restates the motion to be voted on.
8. Vote: If by voice, the chair says, "Those in favor, say aye. (Pause) Those opposed, say no."
9. Announce the result of the vote: Example: "The aye's have it and the motion is carried." or "The no's have it and the motion is lost." Then explain what will happen as a result of the motion to the assembly.

**Agenda:** an outlined plan of an entire business session

**Amend:** modify or change the wording of a motion before action is taken upon the motion itself

"Are you ready for the question?": debate is in order

**Chair:** presiding officer; rules on raised issues

**Bylaws:** basic rules of a society which relate to itself as an organization

**Germane:** closely related; of the same subject matter

**Immediately Pending Question:** the latest question (motion) stated by the chair

**Majority Vote:** over half of the votes cast

**Minutes:** the record of the proceedings of an assembly

**Quorum:** the number of members who must be present in order that business can be transacted legally. The quorum is a majority of all members unless the bylaws state otherwise. The number of officers necessary to conduct a meeting is two, President and Secretary.

**Division:** asks that the vote be retaken by rising

**Unanimous Vote:** one in which there are no dissenting votes

**RONR:** Robert's Rules of Order, Newly Revised

Order of Business:

1. Call to Order
2. Reading of Minutes
3. Report of Officers
4. Reports of Standing Committees (those named in the bylaws)
5. Reports of Special Committees
6. Special Orders
7. Unfinished Business
8. New Business
9. Announcements, Program, Adjournment

(Information taken from *Pointers on Parliamentary Procedure* by Louise E. Bereskin, PRP, National Association of Parliamentarians, 1990.)

## National FBLA Fact Sheet

**Future Business Leaders of America-Phi Beta Lambda** is a nonprofit 501(c)(3) educational association of student members preparing for careers in business and business-related fields. The association has four divisions:

- FBLA for high school students;
- FBLA-Middle Level for junior high and intermediate students;
- PBL for postsecondary students; and
- the Professional Division for business people, educators, and parents who support the goals of the Association.

The FBLA concept was developed in 1937 by Dr. Hamden L. Forkner of Columbia University. In the fall of 1940, official sponsorship of FBLA was accepted by the National Council for Business Education; and on February 3, 1942, the first high school chapter was organized in Johnson City, Tennessee. Iowa became the first FBLA state chapter in 1947. In 1958, the first Phi Beta Lambda chapter was formed in Iowa. FBLA-PBL was granted independent status in 1969 as a nonprofit educational student association and acquired its own board of directors and full-time staff.

The Professional Division (originally the Alumni Division) was formed in 1979. The FBLA-Middle division was formed for students in grades 6-9 in 1994. In 1991, the grand opening of the FBLA-PBL national headquarters was held.

The March of Dimes National Birth Defect Foundation and FBLA celebrated 40 years of success in 2011. FBLA, the largest youth volunteer force for the March of Dimes, has raised over \$10 million. Mission LIFT, the FBLA-March of Dimes partnership program, started in 1998.

**Mission:** To bring business and education together in a positive working relationship through innovative leadership development programs.

## Goals

- To develop competent and aggressive business leaders.
- To strengthen the confidence of students in themselves and their work.
- To create more interest in and understanding of American business enterprise.
- To encourage members to contribute to the improvement of home, school, business, and community.
- To develop character, prepare for useful citizenship, and foster patriotism.
- To encourage scholarship and promote school loyalty.
- To assist students in the establishment of occupational goals.
- To facilitate the transition from school to work.
- To encourage and practice efficient money management.

**Membership:** FBLA-PBL, Inc., has a combined membership of over 235,000 active members in chapters located in the United States, Brazil, Cayman Islands, China, Haiti, Korea, Puerto Rico, the Virgin Islands, U.S. Territories, and the Department of Defense Dependent Schools (DODDS).

## Publications

- Tomorrow's Business Leader, FBLA student magazine
- PBL Business Leader, PBL student newsletter
- Advisers' Hotline, newsletter for chapter advisers
- Middle Level Advisers' Hotline, newsletter for middle level chapter advisers
- The Professional Edge, newsletter for the Professional Division

## Conferences/Seminars

- Institute for Leaders: Training session for national officer candidates, state and local student officers, and advisers.
- National Fall Leadership Conferences: Provides student members and advisers opportunities to share ideas, reaffirm common goals, and participate in leadership development seminars.
- National Leadership Conference: Held annually in a major American city at the conclusion of the year's activities to set the stage for the next school year. Members can participate in leadership workshops, engage in competitive events, meet corporate executives, and elect national student officers.

**Structure:** Headquartered in Reston, Virginia, and organized on the local, state, and national levels. Local chapters operate with the guidance of business teacher/advisers and advisory councils composed of school officials, business people, and community representatives. State advisers and committee members coordinate state chapter activities and serve as liaison to the national organization.

A Board of Directors, composed of professional educators, business leaders and division presidents, sets policy and employs a President/CEO who directs a national staff and association programs.

**Funding:** Financing is primarily by membership dues and conference fees; corporate and foundation grants are other important revenue sources.

**Endorsements:** FBLA-PBL, Inc., is officially endorsed by the Association for Career and Technical Education, Career College Association, March of Dimes, National Association of Parliamentarians, National Association of Secondary School Principals, National Business Education Association, and the U.S. Department of Education.

## Screening Day Interview

State officer candidates will be interviewed and questioned by the Nebraska FBLA Board of Directors. The rating sheet for this screening can be found on the next page. The Board of Directors will make the final decision regarding an applicant's candidacy.

Officer candidates will also spend time discussing their officer candidacy with current state officers and receive a briefing from current officers on state officer responsibilities, time commitments, expenses, and campaign procedures.



## Nebraska FBLA State Officer Screening Rating Sheet

State Officer Candidate \_\_\_\_\_

State Officer Position \_\_\_\_\_

Test Score _____ %	Acceptable	Needs Improvement
<b>State Officer Application</b>		
<b>Personal Appearance</b>		
<b>Interview</b>		
Attitude		
Communication Skills		
Poise and Self-Confidence		
<b>Potential Leadership Ability</b>		
Participation in FBLA		
Knowledge of FBLA		
Leadership Role in FBLA		
Demonstration of Initiative and Drive		
Participation in School and/or Community Affairs		
<b>Career Planning</b>		
Career Goal Setting, Understanding, and Plans		
<b>Candidacy</b>	<b>Accepted</b>	<b>Not Accepted*</b>
*Explanation provided in the "Comments" section.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>		
<b>Board Member</b> _____		

# Part Two: Campaigning

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## Campaigning

### Guidelines

Each state officer candidate approved to run for office will be expected to campaign at the State Leadership Conference. Candidates will set up their campaign booths in the campaign area designated in the conference program. Candidates will not be allowed to present workshops at the State Leadership Conference. The campaign process includes the following:

- Prepare a campaign booth.
- Develop campaign materials, such as brochures, flyers, and stickers.
- Submit a financial statement of campaign expenses.
- Give a two-minute campaign speech at the opening session.
- Participate in the formal caucus.

### Materials

- Candidates should not mail brochures or information to chapters prior to the State Leadership Conference (SLC).
- No electronic communication of any form may be used prior to the SLC. For example, indicating that a candidate is going to run for office on the candidate's social media page is considered campaigning.
- Electronic communication may be used only during the designated campaign times.
- Websites can be used for campaign materials as long as the website only contains information that was distributed in print during the designated campaign times.
- Campaigning begins at 3 p.m. or following the opening general session on the first day of the SLC.
- Campaigning is restricted to the times designated in the State Leadership Conference program: After the opening general session until 6 pm on the first day of the conference. From 9 am to 1:30 pm on the second day of the conference.
- Campaign materials for distribution to the members should not be displayed or distributed until after the opening general session.
- Each candidate will be provided with a chair and one six-foot table.
- Candidates are encouraged to decorate their booth by using posters and banners.
- Candidates are encouraged to distribute brochures and other literature.
- Candidates may provide give-away items.
  - Items such as pop, matches, and money should not be given away.
  - If food items are distributed, only commercially packaged foods are allowed by health regulations.
- Candidates may not distribute campaign ribbons.
- Candidates may not use raffles during the campaign process.
- Campaign materials are to be displayed only in the designated campaign area.
  - Materials are not to be displayed or distributed in the hotel lobby, hotel restaurant, hallways, or meeting rooms.
  - A candidate whose campaign materials appear in off-limit areas may be disqualified from the election.
  - Campaign materials may be affixed to the campaign table with tape only.

## Check-In at the SLC

- One item of all campaign materials should be placed in a plastic bag and submitted for approval to the Board of Directors' screening team during the campaign check-in.
- Electronic campaign materials must be available for review at campaign check-in.
- One copy of the financial statement should be submitted at campaign check-in. (The form is available on the Nebraska FBLA website.)
- Any visual aids used during the 2-minute campaign speech must be approved at campaign check-in.

## Expenses

- Each candidate is required to submit a financial statement of campaign expenses to a member of the Board of Directors at campaign check-in.
- One copy of the financial statement should be taped to the top of the campaign table in the lower right corner.
- Candidates are encouraged to keep expenses to a minimum by seeking donations and designing and printing their own materials.

## Speech

- The two-minute campaign speech is given at the Opening General Session before all conference delegates and participants.
- The campaign speech should include the candidate's platform or goals and qualifications.
  - The speech is not a performance that would include items such as singing, dancing, or playing a musical instrument.
  - Skits, including role-playing, will not be permitted during the candidate's campaign speech.
- Timing for the speech begins when the candidate arrives at the podium or at center stage when using a hand-held microphone.
  - A timekeeper will stand at 1 minute 30 seconds with time being called at 2 minutes.
  - The time for the 2-minute speech includes the candidate's speech and any introduction or other comments by another individual.
- The number of participants that may be present on stage during the 2-minute campaign speech will be limited to the state officer candidate and one other person, such as the campaign manager.
- Any visual aids used during the 2-minute campaign speech must be approved at campaign check-in by the Board of Directors' screening team.
- The two students on stage during the 2-minute campaign speech must be in business attire.

## Formal Caucus

The Formal Caucus is designed to test the state officer candidate's ability to speak extemporaneously.

- Candidates, including the parliamentarian candidates, answer questions submitted by voting delegates prior to the Formal Caucus.
- The caucus will last for 30 minutes.
- All candidates for a specific office will be asked the same set of questions, which are screened by the current state officers and state adviser.
- Chapter voting delegates and their advisers are required to attend the Formal Caucus.
- All members attending the conference are encouraged to attend

## Formal Caucus Sample Questions

State officer candidates are encouraged to practice answering the Formal Caucus sample questions with their local chapters prior to attending the SLC.

- How would you describe your ability to work in a team?
- What is one of your campaign goals and how will you carry out this goal if elected to office?
- What skills can you contribute to your state office?
- What are your goals for the upcoming year?
- What is one unique characteristic that you will bring to the state officer team?
- How would you get members to work together?
- Why did you decide to run for a state office?
- What state goal is the most important and why?
- Who has had the greatest influence on you and why?
- What are your strengths? Explain.
- What are your weaknesses? Explain.
- What has been your greatest accomplishment?
- What has been your greatest setback?
- What are the most important characteristics to be successful?
- What are the main responsibilities of the state officer position for which you are running?
- What is one positive thing a teacher would say about you?
- What two adjectives describe you best and why?
- Who is your favorite journalist and why?
- Explain one of your goals and how you will carry it out.
- What is your best leadership quality and how has it helped you to handle a situation?
- What past experience will help you fulfill your duties if elected?
- In your opinion, what do you think makes Nebraska FBLA great?
- What is your favorite movie and why?
- What is your favorite book and why?
- If you could be a dime or nickel, which one would you be and why?
- What is your favorite color and why?
- If you could be a cartoon character, which one would you be and why?
- If you were an animal, which one would you be and why?
- If you could be any ice cream flavor, what flavor would you be and why?
- If you could be any road sign, what would you be and why?
- What is your favorite song and how does that relate to FBLA?
- What is your favorite band and how does it relate to FBLA?

# Part Three: Requirements of Being a State Officer

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## State Officer Time Commitments

FBLA state officers elected/appointed at the State Leadership Conference should plan to commit the following time to FBLA during their year in office. A sample itinerary might include:

- Four (4) days of State Officer training: May/June (as indicated on the current FBLA calendar)
- Six (6) or seven (7) days at the National Leadership Conference: June/July
- One-two (1-2) days of Fall Leadership Conference training: July or August
- Three (3) days of Fall Leadership Conference meetings and travel: September
- Four (4) days for the National Fall Leadership Conference: November
- Two (2) days of mid-year planning meetings: December and February
- One (1) day of legislative training: January
- Four (4) days of State Leadership Conference: April
- Two-three (2-3) local chapter visits throughout the year
- Five-ten (5-10) hours per week of communication, workshop/project development, article writing, etc.
- Additional time as requested or required

## State President Additional Commitments

- Three (3) days to attend the Nebraska FBLA Board of Directors' Retreat: June/July
- One (1) day to attend the Nebraska FBLA Board of Directors' meeting: January

## Specific Duties

All state officers serve as official spokespersons for the state association by attending chapter meetings, state and national conferences, and other activities as assigned.

State officers complete the following:

- Develop the state's logo and program of work
- Write correspondence and *Pledge* articles
- Communicate with membership using various electronic methods
- Submit monthly progress reports
- Develop the opening session for Fall Leadership Conference
- Present workshops at the Fall Leadership Conference
- Lead Nebraska delegation meetings at national conferences
- Conduct the general sessions at the State Leadership Conference
- Present workshops at national conferences and PBL state activities

The following duties are not inclusive but identify major responsibilities assigned to a specific officer:

### State President

- Presides over all Nebraska FBLA meetings and assemblies
- Serves on the FBLA Board of Directors
- Communicates with and assists in leading the state officer team

### State Vice President

- Performs the duties of the president in the absence of the president

- Serves as a state voting delegate at the National Leadership Conference
- Administers and coordinates the Nebraska FBLA social media tools
- Coordinates the State Officer Team electronic scrapbook, including picture taking

### State Secretary

- Takes minutes of each state officer meeting
- Takes minutes of all meetings of the state association

### State Treasurer

- Sends notices to chapters that have not submitted dues
- Encourages chapters to meet membership goals
- Promotes fundraising activities
- Coordinates and promotes projects developed by the national association

### State Reporter

- Receives submissions for the *Pledge* sent electronically from chapters
- Edits the *Pledge* entries submitted from chapters
- Submits the *Pledge* information to the state adviser
- Writes conference news releases
- Selects Outstanding Chapter Reporter

### State Parliamentarian

- Advises the president on the orderly conduct of business in accordance with the Nebraska FBLA Bylaws and the current edition of Robert's Rules of Order
- Serves as a state voting delegate at the National Leadership Conference
- Promotes the use of parliamentarian procedure in chapter meetings
- Encourages chapters to compete in the Parliamentary Procedure event

### Expense Allotment

State officers are eligible for up to \$300 reimbursement for validated expenses incurred as a state officer.

### National Officer Candidacy

Only elected and/or appointed current or past state officers are eligible to run for national office from Nebraska FBLA. State officer candidates should check the appropriate box on the Nebraska FBLA State Officer application form to indicate their interest in running for a national office should they be elected to a state office.

The elected state president will receive first priority in running for a national office. Should the elected state president choose not to run for a national office, then the other elected and/or appointed current or past state officers will be prioritized to run for a national office based upon the recommendation from the Board of Directors.

### Responsibilities of State Officer Advisers

Selection of a state officer candidate is a major responsibility of the local chapter adviser. He/she will serve as that officer's adviser during the officer's term. The adviser should carefully consider whether the student possesses the leadership qualities and skills necessary for serving the organization as an officer. Successful state officers possess the following characteristics: goal oriented, outgoing, poised, energetic, dedicated, organized, team oriented, and enthusiastic.

A thorough understanding of the organization's purposes, goals, and program of work enables the student to bring valuable insight to the office. To help gain this insight, the state officer candidate must have attended Nebraska's Fall Leadership Conference.

Although not a strict prerequisite, it is strongly recommended that a state officer candidate have served as a local chapter officer. At a minimum, the officer candidate should have been involved in many aspects of the local chapter's activities. The adviser should discuss with the student the opportunities and responsibilities that are a part of serving as a state officer and the commitments that must be made to ensure a successful venture.

The adviser must be prepared to accept the added responsibilities and obligations associated with having a state officer. The adviser must be prepared to accompany and/or organize transportation for the officer to meetings and conferences that require the officer's attendance and/or participation. It is expected that the state officer's adviser will sponsor the officer at national conferences. If the officer's adviser is unable to accompany the officer on a trip, appropriate sponsorship and travel arrangements must be made.

Often the adviser's assistance is solicited for special committee responsibilities and projects to strengthen the FBLA Program of Work. The adviser must be prepared to accept more responsibility for carrying out the program of work for the state association than is normally expected of other local advisers.

The officer candidate must receive the support of his/her entire local chapter membership. Occasionally, tasks and committee assignments accepted by the officer will require assistance from members of the local chapter. These responsibilities will provide valuable educational experiences and recognition for the officer and fellow chapter members.

Local advisers of state officers receive copies of all communications from the State Adviser. Local advisers must proofread and approve all state officer correspondence before it is sent. Local advisers must be willing to communicate regularly with the State Adviser regarding the state officer's duties and responsibilities.

Time should be set aside for the adviser, officer candidate, parents, and school administration to discuss the responsibilities and obligations of serving as an FBLA state officer. The purposes, goals, program of work, and how FBLA fits into the instructional program should be discussed.

Activities of the local, state, and national levels should be explained. Everyone should be made aware of the amount of time that will be devoted during the term in office. The parents, adviser, officer candidate, and school administration should be familiar with the expenses that will be reimbursed from Nebraska FBLA and those that potentially would require financial assistance from other sources.

An FBLA officer must have the support and encouragement of his/her adviser, local chapter, parents, and school administration to provide the reinforcement necessary for the officer to achieve success during his/her term in office.

# Part Four: State Officer Q & A

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## State Officer Q & A

### When did you decide to run for a state office?

- After attending the SLC my freshman year, I decided I wanted to be involved in this organization. I felt that serving as a state officer I could fully give back to FBLA what it has given me.
- I had considered it after attending the SLC and NLC my freshman year, and by December I decided that I wanted to make a run for state office to serve FBLA.
- I decided to run for state office almost a year prior to the SLC. One of my friends and role models was a state officer for Nebraska FBLA, and I wanted to be just like him.

### Why and how did you choose your state office?

- I was my chapter reporter my junior year and felt that I had the right skills for the office.
- I ran for secretary, because I believed that was a position where I could best utilize my strengths. I also like to take detailed notes and keep everything organized, which I knew would help me write the best minutes possible.
- I chose my state office because I really felt like I had enough experience to successfully lead Nebraska FBLA.

### What did you do to prepare for screening day?

- I practiced my interview etiquette with my adviser, had my mom and friends quiz me for the test (which isn't as intimidating as it sounds), and made sure I was prepared enough that I could be relaxed when the day finally came.
- I used the resources on the Nebraska FBLA website along with viewing the state and national bylaws.
- I studied the materials that were provided on the Nebraska FBLA website as well as had my adviser and friends ask me sample interview questions.

### What was the hardest part of screening day for you?

- The hardest part of screening day for me was the Board of Directors interview. Even though my adviser and I had gone through mock interviews, I was nervous. The best advice I have is to take a deep breath, smile, and be confident in the delivery of your answers.
- For me, the toughest part of screening day was the interview. I was pretty nervous beforehand, as this was my first interview, but the Board of Directors members were very gracious and wanted you to succeed.

### When did you begin planning your campaign?

- I began to prepare my slogan and campaign platform in January but waited until after I passed screening day to plan the remainder of my campaign.
- I began planning my campaign at the end of February.

### How did you choose your campaign slogan?

- My chapter had several lunch meetings dedicated to coming up with a slogan for my campaign.
- I chose my campaign slogan by brainstorming with members in my chapter ideas that were relevant to the office, along with slogans that were catchy with my name.
- I came up with catchy phrases, rhymes, and symbols that tied in with my name. Then, I chose the one that related most to FBLA and high school students.

### **How did you get everything accomplished for the SLC?**

- It took dedication to stick to my plan of preparing for events. When homework and projects were overwhelming, then the campaign had to take a back seat. That meant that I had to make up for lost time.
- I made a list of everything that I needed to accomplish and set dates for when I wanted to have them finished. I knew I would not be successful if I procrastinated, so I made sure to stay focused.

### **What were you doing in March to prepare for the SLC?**

- I was putting labels onto my campaign materials, working on my display, and arranging time with my adviser to practice my speech and caucus questions.
- Luckily, most of the campaigning preparation was completed by March. I was organizing all of my campaign materials and testing the candy.
- I was trying to stay on top of practicing my presentation competitive events along with my campaign and other commitments as well. I was pretty busy during the month of March.

### **Where did you get the financial support for your campaign?**

- I received financial support from local businesses, family, and my chapter.
- I sent letters to many of the local businesses and a majority of them donated.

### **How did you prepare for the caucus questions at the SLC?**

- I used the example questions included in the State Officer Candidate packet to prepare what I would answer to questions. Afterwards, I spoke with my adviser about what I would say, and she gave me other ideas to implement into my statements.
- Along with practicing on my own and with my family, my chapter hosted a practice caucus where the entire chapter asked me questions.
- I practiced questions with my adviser.

### **What was your favorite experience at the SLC?**

- Meeting members from across the state and learning about their goals.
- My favorite experience at the SLC was the time I spent at my campaign booth. This was a great opportunity to connect and talk with many of the members and get better acquainted with the other officer candidates.
- Meeting all of the members and having the opportunity to discuss my ideas with them.

### **What was the most stressful part of the SLC?**

- The Formal Caucus was the most stressful. I had prepared for it, but I didn't know what questions would be asked.
- For me, I was super stressed about the caucus questions. It wasn't like my speech where I could practice the same thing over and over again. I had an idea of the questions they might ask me, but a question could be thrown in that I hadn't even thought of.
- The most stressful part was spending time between testing and campaigning.

### **How did you feel when you were named to your office?**

- I had a feeling of relief, but at the same time impatience because I couldn't wait to start working!
- At first, it was a relief knowing that all of that time my adviser, chapter, friends, family, and I had put into the campaign process had paid off. Otherwise, I was very excited to share the news with my family and to start the state officer experience.

### **When did you feel that the team was getting along great?**

- I really felt that we were getting along at SOLA. Nothing like 2 a.m. conference calls with the team for bonding!
- I felt we got along well from the get-go. At SLC we all met each other while campaigning and have gotten along well ever since.

### **What were your favorite experiences at SOLA?**

- My favorite part of SOLA was getting to know each of the officers.
- Meeting state officers from other CSO's and spending four days with our team.

### **What did you enjoy the most about the NLC?**

- Personally, I loved the culture and atmosphere of the town. The surroundings were so much different than being in Nebraska, and the food was absolutely wonderful!
- I enjoyed meeting a few of the national officers and state officers from different states.

### **Is being a state officer expensive?**

- Absolutely not! Beyond national conferences, Nebraska FBLA covers the majority of all other expenses.
- No, with the help of the allotment, you won't spend too much.

### **How much time do you spend on FBLA?**

- I spend about three to four hours a week to work on FBLA. Weekends are especially useful when preparing for conferences.
- I have a study hall that I dedicate to FBLA and that is where I get the majority of my tasks done. I also spend some time at home depending on the amount of work I have.

### **What is your advice for state officer candidates?**

- Stay positive throughout the entire time. There are going to be moments when you may be stressed, tired and asking yourself whether you are still cut out to serve as a state officer, but you CAN do it. Make sure you use your time well and surround yourself with supportive individuals who will help make it a better experience. Also, run for an office that you will not only have enjoy having, but that will already utilize your strengths.
- Be confident. Talk to anyone and everyone!
- At SLC, between being a competitor, chapter member or officer, and a candidate, you will be pushed to the absolute mental maximum. Be sure to take a little bit of time for yourself to relax during the conference to really focus on the task at hand.

### **What is your advice for the next state officer team?**

- Pick a position not because someone tells you to, but because the position utilizes your strengths and you are willing to give one hundred percent to fulfill the duties.
- No matter what you think people want to see or hear, be yourself. Follow your gut instinct and members will see that you are passionate about FBLA and the future of Nebraska FBLA will be well taken care of under your leadership.

### **Have you had to cut down your involvement in activities since becoming a state officer?**

- I have learned to manage my time well so I can stay involved in all of my other activities.
- No, not at all. In fact, I have probably added to my activities throughout the school year. (As high school students, it is hard to not be involved.) This will depend on how busy you want to be and your time management. I recommend talking to your guidance counselor to arrange "FBLA worktime" into your school schedule

- I find that time management is the key in juggling activities while being a state officer. I am also a two-sport athlete and participate in numerous activities along with fulfilling my duties as a state officer.

**What is it like to be a state officer?**

- Exciting!
- It is indescribable—being a state officer is not only a great leadership opportunity, it is also a great way to learn more about yourself and others with similar interests! You will meet some of your best friends in FBLA!

**What is the best thing about being a state officer?**

- Everything about it is great!
- The best part about being a state officer is serving Nebraska FBLA. You find out so much more and help lead Nebraska FBLA to bigger and better things. It's also great to see our FBLA members come together at conferences where we are all united in helping our organization reach our goals.
- Having the chance to lead Nebraska FBLA!

**Any extra thoughts to add...**

- Meet as many people as you can! FBLA is a lifetime association that you can be a part of wherever life takes you.
- Never take yourself too seriously. When it seems like you are overwhelmed, take a minute to find something to laugh at and remember how lucky you are to have this opportunity. Love every minute of it!