Oregon FBLA

2027 – 2028 State Officer Candidate Guide

Dear Dedicated FBLA Members:

CONGRATULATIONS on your decision to become a State Officer Candidate. While we only have a few coveted positions available, the journey you are about to embark on will truly benefit you and your future, regardless of election results. We at Oregon FBLA recognize those who seek to serve as an Oregon FBLA State Officer as someone who is truly remarkable. Furthermore, we also acknowledge you, the potential candidate, as one of those rare individuals who strive to become the leaders that move our organization to great heights.

Running for and serving as a state officer will be a positive, life-shaping opportunity. This Oregon State Officer Candidate Guide has been produced to educate you on the Oregon FBLA state officer election process. You will find the policies and procedures that will equip you to run a successful campaign. In addition, a job description and a schedule of events that outlines what your year as an officer may look like have been included.

Furthermore, the Oregon FBLA Board of Advisers and the Board of Trustees believe so strongly in our state officers that for over a decade it has provided the Oregon State Officer Team with a professional leadership coach. The goal we have for you as a state officer is to be well trained and equipped so that you can become respected leaders for Oregon FBLA, which, in turn, will make you respected leaders in whatever you do.

It has been said that "In order to succeed we must first believe we can." Oregon FBLA believes in you, and we are eager to assist you in running for state office. Please contact any member of the state management team or current state officer team for assistance in your quest to become a state officer of Oregon FBLA!

Our best wishes for great success now and in the future!

2027-2028 State Officer Coach



Dear Parents, Guardians, and Advisers:

The Oregon FBLA State Officer Program provides tremendous opportunities for students to gain new leadership skills, learn critical thinking, improve their planning and organization skills, become stronger speakers, demonstrate initiative, and much more. In short, it is a unique and valuable experience that we are excited to share with your students.

Along with the considerable benefits that come with being a State Officer, there are important responsibilities that officers accept. We need your help to ensure that students who plan to run for state office are aware of these responsibilities; and, if elected, that both you and they will ensure that those responsibilities are fulfilled.

As an adviser with a candidate, and (if elected) a state officer, the expectation is that you will:

- Assist your candidate with completing all required aspects of the State Officer candidate application and review their campaign speech and campaign materials
- Assist your candidate to schedule their virtual candidate interview
- Make a personal commitment to cooperate with the State Director and State Officer Coach to ensure that your state officer fulfills all his/her state officer responsibilities
- Attend various meetings and functions with your state officer
- Serve as an ongoing mentor to your state officer
- Arrange additional time to work with your state officer
- Review the State Officer the State Officer Team Program of Work to ensure they are up to date on all assignments
- Assist with travel arrangements, including traveling with your officer when necessary
- Edit and review materials and communication before your officer submits and distributes them
- Provide your officer with workspace supplies, computer access, email access, and any necessary financial support
- Assist with the ongoing training of all officers.

By signing the forms included in this guide, you are making a commitment to your candidate/State Officer and Oregon FBLA. Training and directing our state officers is a team effort, and it is essential that the officer's adviser is a part of that team.

Thank you for encouraging your student to seek a State Officer position with Oregon FBLA.

Blake Parker,
Executive Director

Tonya Boutstead,
State Adviser

Welcome to the 2027-2028 State Officer Candidate Guide!

When I ran for State Office, I asked Oregon FBLA to elevate with me. Now, it is the moment you take the next step and pave your own path. Throughout this process you may question whether you are have enough experience, are outgoing enough, or if you can truly make a difference. I had those same doubts. However, those moments and those opportunities challenge us and are the moments that show us what we are capable of.

Running for an Oregon FBLA State Officer position is more than just a title. It is a chance to grow as a leader, build meaningful connections, and create impact for members across the state. You are given the platform and resources necessary to turn your ideas into action, challenge yourself beyond what is comfortable, and reach new heights you did not know were possible. But the position is not just about what you gain, but rather what you give back. Being a state officer means you have the opportunity to listen to members across the state, represent their voices, and leave a legacy on Oregon FBLA.

The hardest part of this process may not be writing your application, preparing for your interview, or giving your candidate speech. It may just be convincing yourself to take the first step and run for State Office. I ran because I simply decided that the possibility of making an impact larger than myself was a risk worth taking. That one decision shaped and changed what I once believes I was capable of.

So, if you are standing at the same starting point, apply! You do not have to have everything figured out before you begin. You simply just need to have passion, dedication, and the willingness to believe that you are capable of more.

Reach for the stars. Step outside of what is comfortable. Give yourself the opportunity to discover what you can accomplish.

Good luck!

Delaney Klinger

2026 – 2027 Oregon FBLA State President



CANDIDATE POLICY GUIDELINES

FBLA ELECTION PROCESS

- March 1
  - All Applications Materials are **due**. Start preparing on-site materials.
- March 5
  - Emails will be sent to all applicants regarding instructions for their State Officer Candidate Objective Test and the form to schedule their interview.
- March 15 - 16
  - Candidate Interviews: You will receive an email by Friday, March 5th to sign up for an interview date and time.
- March 19
  - Candidates will receive an email with the result of whether they have been approved or denied to run for State Office. It is not recommended to purchase campaign materials until this date.
- March 25
  - Candidate Briefing Session: Virtual session reviewing the guidelines and expectations for everything campaigning.
- April 8
  - Campaigning Begins!
  - Candidate Q&A: Room and Time to be announced by at the candidate briefing
  - 7:30pm: Opening Session: All Candidates will be introduced on stage. President and Executive Vice President Candidates will give their speech at this time.
- April 9
  - 8am-3pm: Candidate Booth (setup starts at 8am, booths end at 3pm and need to be cleaned up by 4pm) in the Playwrights Hall Lobby.
  - 3pm: Annual Business Meeting (at The Graduate)
- April 10
  - 8am: Awards Session: Find out the results of the election
  - Following Awards: Brief Officer Orientation

If there are no candidates available for an office, the Nominating Committee will determine what the next steps shall be. Results of the election will be announced during the Awards of Excellence Session of the SBLC.

ELECTED STATE OFFICES

The following offices will be elected by the members during the State Business Leadership Conference following the procedures outlined in this guide:

- State President
- Executive Vice President
- State Secretary
- Vice President of Membership
- Vice President of Development
- Vice President of Service
- Vice President of Middle School

The office of Vice President of Media will be appointed prior to SBLC.

ELIGIBILITY REQUIREMENTS

The following outlines the minimum requirements that must be met for Oregon FBLA to accept a member for State Officer Candidacy. To be eligible for state office, the following criteria must be met:

1. A candidate must be an active member in good standing of Oregon FBLA and National FBLA by March 1 of the current school year. A candidate must be a member of a state approved FBLA chapter and be an active member of that chapter.

2. It is **strongly recommended** that the candidate have held, or be holding, an FBLA chapter office or other leadership role in school clubs/organizations, or other civic/community organizations. However, this is not a requirement.

3. A candidate must have earned a GPA of 2.50 (4.00 scale) or greater for the term preceding their running for office and must maintain a GPA of 2.50 or greater throughout their term of office if elected. This includes both ensuring their cumulative GPA remains above a 2.50, and that each term's GPA is a 2.50 or greater.

4. The term of office will be from the close of the State Business Leadership Conference where the officer is elected, to the close of the following State Business Leadership Conference when the newly elected officer team begins their term. The term for officers appointed after the State Business Leadership Conference will be from their date of appointment and will last until the close of the following State Business Leadership Conference along with the rest of the officer team.

5. To be eligible to run for a state office, each candidate must complete and submit all forms and must complete each step of the election process outlined in this guide, including the required State Officer Candidate briefing and the State Officer Candidate Objective Test.

6. To be eligible to run for the office of Executive Vice President, the candidate must agree to run a campaign for a position on the FBLA National Officer Team. Failure to run a campaign at the National Leadership Conference will automatically disqualify an individual from serving as Executive Vice President, unless the role is appointed. If elected at the State Business Leadership Conference, candidates for Executive Vice President must work closely with the Executive Director, State Adviser, and State Officer Coach in preparing their campaign for the National Leadership Conference. The national officer deadlines are soon after SBLC, so if running for Executive Vice President, it would be a strong suggestion to have reviewed the national candidate guide prior to SBLC. The newly elected Executive VP must be prepared to submit the required final documents to the Oregon FBLA State Adviser and State Officer Coach well ahead of the national deadline for review. Draft documents are due at the time of application.

7. To be eligible to run for the office of VP of Middle School, the candidate must be a current FBLA Middle School Member, currently in 7th-8th grade when running, and have completed the Explore level of the Business Achievement Awards. If no eligible candidates are successfully elected to the office of VP of Middle School, the Nominating Committee may appoint a candidate in the general officer pool to serve in that position.

CANDIDATE NOMINATING PROCESS

All applicants will participate in an interview prior to SBLC. Applicants will be asked questions on a variety of topics including, but not limited to:

- Qualification for office
- Leadership experience
- Duties and time commitments required to be an officer

Failure to participate in an interview will result in immediate disqualification.

The Nominating Committee will serve as the interview panel and may be comprised of but not limited to: Board of Trustees Member, Current Senior State Officers, Chapter Advisers, Alumni, and Management Team Members. The state officer coach will serve as the facilitator and advise on region boundaries, general processes, and qualifications.

This committee will interview all candidates and decide if candidates are approved to run for office, and which office they will be able to be considered for based on their interview and application materials. Ultimately, this nominating process will create four applicant pools: State President, Vice President of Middle School, Vice President of Media, and General Officer (all remaining offices). The VP of Media will be appointed directly by this committee based on their submitted portfolio and interview. The other remaining pools will be chosen by election ballot at SBLC. Candidates that do not get elected from the State President or VP of Media pools, will have the option to choose during their interview if they would like to fall into the General Officer Pool.

CAMPAIGNING

VIRTUAL BRIEFING

All candidates must attend the State Officer Candidate Briefing Session on March 25th at 6:30 PM. Please note date and time are tentative. More details and the link for this briefing will be provided to approved candidates after their interview.

Q&A SESSION

Candidates will participate in a candidate Q&A session during the afternoon on April 8rd at SBLC. The State Management Team will ensure approved candidates are not scheduled for competitive events that conflict with this time. Every candidate will get to answer every moderated question, in under 30 seconds, facilitated by State Staff.

OPENING SESSION

Campaigning is allowed at the Opening Session but is limited to before and after the session (not during the session). No vocal, audio, or active demonstrations that distract from the session will be allowed. In addition, no campaign materials can be placed on seats in the audience. Any banner(s) displayed cannot impede any participant's view of the stage or conference screens (before, during, or after the session). All candidates will be introduced on stage during the Opening Session.

CAMPAIGN SPEECHES

Candidates running for office of State President and Executive Vice President will deliver their speeches during the Opening Session. All remaining candidates will give their speeches during the business meeting prior to voting. All speeches must be less than two and a half minutes in length. This ensures that more time is spent on meeting the candidates casually and at their eXpo booths than a myriad of speeches during our Opening Session.



CAMPAIGN BOOTHS

During the State Business Leadership Conference eXpo, candidates will host an approved, quality campaign booth open to all Oregon FBLA members. Click here to see examples of campaign booths.

1. Campaign booths may be set up and manned starting at 8am. Booths must also be torn down, and the site cleaned of all trash and materials by 4pm. Failure to adhere to these posted times may result in disqualification. A table and chair will be provided for each campaign booth. No electrical outlets will be available.

2. Candidates wishing to show a slideshow or other media elements at their booth must contain the media to their table and surrounding area. No electricity will be provided by Oregon FBLA and candidates are not allowed to use hotel power for their campaign booths (battery power is acceptable). Candidates must keep all campaign materials contained to their table and surrounding booth area. Campaign materials and activities that are outside the immediate booth area, or that impedes another candidate's booth, will be asked to be removed by the State Adviser or State Officer Coach. Remember that your fellow members are also testing and competing in their events at the same time you are campaigning, so please be respectful at all times.

3. Candidates are not allowed to spend more than $100 on campaign materials. All candidates are required to submit a campaign reporting form that includes materials, quantity, vendors (with links), and costs. Candidates may have materials donated but donations cannot exceed a $100 market value. The State Officer Coach will be thoroughly reviewing and approving each budget submitted prior to SBLC. During SBLC, the State Officer Coach will be doing rounds during campaigning to ensure that the materials at the booth were listed in the budget. Failure to comply with the budget will lead to consequences up to disqualification. For a template to submit, click here.

Candidates can either campaign as running for State President, Executive VP, or State Office at-large. **Candidates not interested in running for State President or Executive VP need to campaign as State Officer**, such as "Vote Mickey Mouse for Oregon FBLA State Office" not "Vote Mickey Mouse for Oregon FBLA VP of Membership".

EXECUTIVE VP AND VP OF MEDIA PORTFOLIOS

NATIONAL OFFICER APPLICATION (Executive Vice President Candidates)

Candidates for Executive Vice President are required to upload additional materials corresponding to their anticipated National Officer Campaign. All forms and materials noted below should be compiled into **one PDF** document and submitted online at the time of application.

- Draft Campaign Speech
- Proposed booth design, handout items, and trifold/poster
- Draft campaign platform, flyer, and logo

CANDIDATE PORTFOLIO (Vice President of Media Candidates)

Candidates that wish to be considered for the office of Vice President of Media are required to prepare a portfolio to be turned in during their candidate application submission. The portfolio will be provided to the interview panel for review and consideration. Portfolios should be compiled into **one PDF** document and submitted online at the time of application.

<u>The Vice President of Media Candidate Portfolio must include the following items:</u>

- Using the example FBLA 2026-2027 theme of "Where Leaders Begin", create four sample Instagram Social Media Posts (including image, caption, user tags, locations, appropriate hashtags, etc.) and one sample graphics with non-social media usage (ex. promotion flyers or posters) featuring at least five of the following options:
  - State Business Leadership Conference
  - National Leadership Conference
  - Member of the Month
  - Service Projects
  - Competitive Event Promotion
  - Thanking a Sponsor
  - Featuring an Alumnus
- Examples of previous work with photography, video editing, graphic design, strategic social media usage, etc.
- Current personally managed Social Media Platform Usernames (must be public)
- Resume including qualifications for office

Other items may be included at the candidate's discretion, including but not limited to:

- Personal biography
- Letters of recommendations

OTHER CAMPAIGN REGULATIONS

The following campaign regulations must be observed by all candidates:

1. All candidates are required to complete the State Officer Candidate Objective Test administered by their local chapter adviser prior to the candidate's interview. This test will be taken into consideration for candidate approval and slating. Study materials will be released shortly.

   *** Note: No method of AI or other forms of cheating is allowed when completing this exam. Use of AI on this exam will lead to immediate disqualification.** This exam is to see your effort, dedication, and knowledge of FBLA.

2. Campaigning in any form by candidates, or their representatives, may not begin until April 8th at 12:00 AM. This includes public discussions of your campaign, passing out campaign materials, websites, messages, and especially social media. Campaigning may continue until the election at the Annual Business Meeting.

3. Posting or display of campaign posters, signs, or any other advertisements is only allowed in the designated campaign booth area during the allotted time for campaign booths. Campaign posters, signs, and all forms of campaign advertisements may not be posted or displayed in hotel lobbies, hallways, common areas, etc. Buttons or other items worn and/or carried by individuals are allowed outside the campaign booth area, but they may not be posted or hung anywhere outside the campaign area.

4. Campaign materials may not be attached to hotel walls in the campaign booth area (or anywhere else in the hotel or convention center). You are encouraged to bring your own easel or trifold board for displaying information in the campaign booth area; Oregon FBLA or the hotel will not provide them.

5. The local adviser must approve all campaign materials prior to purchase, campaign themes, campaign booth, and candidate speech to ensure good taste, appropriateness, and professionalism.

6. Campaigning should concentrate on talking with members and sharing your campaign ideas and goals. Candidates must always maintain a professional image and demeanor. An adviser, parent, guardian, or any other adult cannot campaign on behalf of a candidate. Candidates and all individuals associated with the campaign must follow the FBLA Dress Code while involved in campaign activities.

7. No campaigning of any kind is allowed during the curfew hours which start at the time listed in the State Business Leadership Conference schedule and lasts until 6:00 a.m. of the following morning.

ELECTION PROCEDURES:

1. The Vice President of Media is appointed prior to the Business Meeting based on their interview and portfolio.
2. Voting delegates not seated when the Annual Business Meeting begins will not be allowed to cast a vote; no exceptions.
3. Voting delegates are apportioned to each chapter as specified in the Oregon FBLA Bylaws. One individual must be present for each vote cast.
4. Chapter advisers or persons acting in a chapter adviser capacity will not be allowed to participate during the election; however, they are encouraged to observe the election from the back of the room.
5. A secret ballot vote will be taken via online election software, with four questions as described below, with each candidate's respective name and headshot:
    a. Which of the following candidates would you like to serve as President?
        i. If no candidate receives a majority vote, a runoff by removing the candidate that receives the lowest number of votes.
        ii. If only one candidate, this will ask should this candidate serve as President, and they will need to receive a majority "yes" vote.
    b. Which of the following candidates would you like to serve as Executive Vice President?
        i. If only one candidate, this will ask should this candidate serve as Executive Vice President, and they will need to receive a majority "yes" vote.
    c. Which of the following candidates would you like to serve as Vice President of Middle School (if there are candidates in 7th or 8th grade)?
        i. If there are no approved Middle Schooler candidates, this office may be appointed via the General Officer Pool if approved by the Nominating Committee.
    d. General Officer Pool: In Ranked Order, which of the following 8 officers should serve as an Oregon FBLA State Officer?
        i. Including all candidates currently in 8th grade or higher, delegates can rank up to four of the general officer candidates. The candidate ranked first will receive 4 points, the candidate ranked second will receive 3 points, and so on.
        ii. These candidates will serve as State Secretary, Vice President of Service, Vice President of Membership, and Vice President of Development.
        iii. In slating, the nominating committee will remove the candidates that were elected from above and slate them for the position they would best fulfill.

CAMPAIGN SUGGESTIONS:

It is never too early to start planning! Make sure you schedule specific tasks that need to be done so that the ideas and plans will be accomplished in a neat and thorough manner. By having a set schedule and sticking to it, all campaign materials will be finished before the date of campaigning, and there will not be a mad rush at the last minute.



Campaigning is what you make of it. Campaign as if you are running against the ideal candidate and give the members your best effort!

- Read thoroughly the Oregon FBLA State Officer Candidate Guide to be clear on the campaign regulations and what the duty of each office entails.
- Have a theme that will be easy to build ideas on and which will have a positive, memorable effect on the delegates.
- Integrate the campaign theme throughout the campaign speech.
- Make posters or other means of catching attention.
- Choose a dependable person from your chapter to serve as your campaign manager. Select a committee to organize your campaign and your campaign table.
- Develop a campaign budget and stick to it.
- Practice your campaign speech in front of others. Have it memorized!
- Keep the campaign area clean during your campaign. Failure to pick up all campaign items will result in possible disqualification or closing of campaign tables.
- Develop a list of questions you might be asked, write down your answers and practice your responses. Consider holding a mock Q&A with your chapter to prepare for the live session in front of hundreds of members at SBLC.
- Contact current state officers to learn about what being a state officer is all about, what the state priorities are, and how to best prepare to be successful as an officer.
- Review the Oregon FBLA and National FBLA website to increase your knowledge of programs and information.

  Get your school and community involved in the campaign. Secure donations and items to use in your campaign.
- Be an awesome local chapter member, participate in state and national projects, and attend events to learn everything about FBLA!

STATE OFFICER ROLES

The Oregon FBLA State Officer Team is the core group of student members providing leadership to our entire state. To ensure success of FBLA's Overall Mission, each position has a focus which is needed to support the larger goals of FBLA. Our goal is to best prepare FBLA members for their future, so we modeled the team structure to mirror businesses and industry.

President	Leads the State Officer Team by establishing vision and purpose for the membership year. Serves as the student voice on the Board of Advisers and Board of Trustees. Holds responsibility for the State Officers' Plan of Work development and execution.
Executive Vice President	Connects our state delegation to the national organization overall. Supports the President in executing the plan of work, as well as assisting the other officers. If elected to national office, represent Oregon at the national level.
Secretary	Responsible for recording and maintaining detailed notes from meetings, ensuring effective communication, and keeping the state officer team organized while tackling their own special initiatives. Serves as the administrative lead for the team, championing accountability, record-keeping, and seamless internal communication.
VP of Media	See next page for extended description
VP of Membership	Ignite members, support growth, and engage members across the state. This role involves promoting membership initiatives, organizing recruitment strategies, and assisting local chapters. Works closely with the officer team to enhance the FBLA experience, fostering a supportive environment for students to develop their leadership, business, & professional connections.
VP of Service	Promotes and facilitates the state's relationship with the national service partner, promoting chapter involvement in fundraising for the national service partner, alongside fostering membership engagement within the community to ensure members practice responsible citizenship, strengthen community networks, and gain valuable experience through service activities.
VP of Development	Works alongside businesses, colleges, and alumni to create an amazing opportunity for FBLA members to explore FBLA's eXpo. This position also works to recognize seniors and continue to grow capital for the organization.
VP of Middle School	Serves to connect and engage middle school members with the state officer team, while also providing a permanent representation, giving them a voice in decision and initiatives made at the state level

OFFICIAL CANDIDATE APPLICATION

The forms on the following pages must be submitted for a candidate's application to be complete. Any missing forms may result in the disqualification of the candidate. Please ensure all requested information is provided and that each form is complete and contains all requested signatures. All forms must be scanned and uploaded at the time of online application.

APPLICATION REQUIREMENTS

- Online Candidate Application, Available at https://oregonfbla.org/run-for-office/
- Candidate Contract Agreement
- Code of Conduct Agreement
- Emergency Medical Treatment Authorization Form
- Academic Unofficial Transcript (Most recent)
- Business Achievement Awards (BAA) Contributor Level Certificate
- A professional looking headshot, click here to view an example.
- National Officer Package (Executive Vice President Candidates Only)
- Candidate Portfolio (Vice President of Media Candidates Only)

STATE OFFICER CANDIDATE
APPLICATION DEADLINE
All applicants must meet this deadline, no exceptions.

March 1, 2027

All materials must be submitted online
through the application by 11:59 P.M PT.

If you have any questions, please contact coach@oregonfbla.org.

CANDIDATE CONTRACT

PURPOSE:

Becoming an Oregon FBLA State Officer requires a commitment on the part of all parties concerned. To make that commitment, each party must understand their responsibility to this leadership training experience. For a candidate to be eligible for office, all parties indicated must sign this agreement. State officer candidates should understand that, if elected, that full and complete attendance at all state officer meetings, retreats, and activities are mandatory. Failure to attend any (or miss a portion of) any of these meetings will result in their removal from office, except for emergencies/unsafe traveling conditions. If any of these should arrive, please contact the Oregon FBLA State Officer Coach ASAP. Candidates should also understand that they may be removed from office if, in the opinion of the State Management Team, they fail to comply with State Officer responsibilities/assignments or participate in activities/conduct, which would reflect negatively on Oregon FBLA or the State Officer Team. Oregon FBLA upholds the priorities, in order, of Faith, Family, Education, Oregon FBLA, then everything else for our state officers. We expect all signing parties to also uphold and help encourage these priorities.

IF ELECTED, THE CANDIDATE AGREES TO:

- Perform to the best of his/her ability the duties of the elected office. (Review the State Officer Job Description section of this packet for a partial listing.)
- Maintain a GPA of 2.50 or better based on a 4.0 scale during their term of office and be willing to provide supporting documentation when requested by State Staff.
- Fully participate in the development and execution of a state Program of Work (goals and objectives). All State Officers will be required to accept assignments for project work, chapter visits, etc. State Officers are required to submit a written report of activities each month by the 5th of the month.
- Attend and participate in all meetings (including, but not limited to, state officer meetings, state officer trainings, regional and state conferences) and attest that: “I fully understand the responsibilities and obligations of the position I seek; and, if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the Management Team, State Officer Coach, or the State Adviser, I fail to fulfill my responsibilities and obligations of office, and/or I violate the Oregon FBLA Code of Conduct, I can be removed from office. Should I fail to complete the duties of my office, I will be liable to return to FBLA the amount expended for my participation during my term in office.”
- Agree to authorize Oregon FBLA to use the student’s name and likeness (including photographs, video footage, silhouettes, and audio clips) in Oregon FBLA’s publications, productions, social media and their website for informational, promotional, and other related purposes.
- Participate in ALL activities scheduled by the State Adviser or State Officer Coach. Required activities include the following:

REQUIRED EVENTS

*Dates subject to change at the discretion of the State Management Team with proper notice; Most locations are TBD on funding from the Oregon Legislature, if virtual pivot is needed.

Candidate Initials	Adviser Initials	Parent Initials	Date	Event
_____	_____	_____	April 10, 2027	State Officer Introductions (Following Awards Session)
_____	_____	_____	April 20, 2027	State Officer Orientation Meeting (Virtual at night)
_____	_____	_____	April 22, 2027	Advisers + Parents Meeting (Virtual at night, only parents and advisers of state officers attend)
_____	_____	_____	May 20-22, 2027	Oregon CTSO State Officer Training (TBD)
_____	_____	_____	June 23-June 26, 2026	National Leadership Conference (NLC) (Columbus, OH) Optional, but very strongly encouraged. Small stipend will be provided to help offset costs.
_____	_____	_____	October 6-9, 2027	Oregon CTSO State Officer Summit & Fall Conference (Location TBA)
_____	_____	_____	January 7-9, 2027	Oregon CTSO Winter Leadership Retreat (Virtual)
_____	_____	_____	January 2028	Regional Skills Conferences (Location and dates are based per region)
_____	_____	_____	To Be Announced	Capitol Leadership Experience (Salem, OR)
_____	_____	_____	April 4-7, 2028	State Business Leadership Conference (including prep time) (Portland, OR)

ADDITIONAL EVENTS

- The State President is required to attend the Oregon FBLA Board of Adviser Meetings and the Board of Trustees Meetings (both often virtual) to be held in May, August, and December and virtual weekly meetings with the officer coach.
- All State Officers are required to attend virtual team meetings that occur every week throughout their term as scheduled by the team.
- Other events and activities may be determined in the State Officer Program of Work
- One State Officer will be provided a full scholarship to the Oregon Business Academy

Initialing above ensures those dates listed are available and reserved on your personal calendar.

THE CHAPTER ADVISER AGREES TO:

- Recommend the student as one who is able to fully participate as a State Officer (e.g., there are no academic restrictions that would prevent them from being able to fulfill their officer duties like restrictions on participation in extra-curricular activities, travel, etc.).
- Host meetings of the State Officers upon request of the State Executive Director/State Adviser.
- Ensure the candidate's attendance at all Oregon FBLA activities and support in transportation needs, if applicable.
- Read the Candidate Contract and Code of Conduct and discuss its implications with the student.
- Actively support and advise the officer during the performance of their official duties and candidacy, including but not limited to regular check-ins, regular transcript supplication, and arranging transportation to state officer events if necessary.
- Permit the candidate to visit Oregon schools and participate in FBLA chapter activities for the purpose of conducting official FBLA State Officer business.
- Certify that the candidate has earned a GPA of 2.50 (4.0 base) or greater for the term preceding the election, and that officer maintains this during their term of office.

THE PARENTS/GUARDIANS AGREE TO:

- Permit the candidate to participate in all scheduled Oregon Chapter of FBLA activities, State Officer meetings, chapter visits, and other official officer duties (please read the candidate agreement above).
- Encourage the candidate to take full benefit of the leadership development experience.
- Agree to be responsible for providing/coordinating safe transportation of their officer to and from all State Officer meetings, state conferences, and state sponsored events which their officer is required to attend. (Permission travel forms are required and must be signed by the parent/guardian for each meeting, conference, and event). Required meetings, conferences, and events will be held in various locations throughout the State of Oregon during the year so significant travel will be required.
- Support the student fully in his or her pursuit of scholastic achievement.
- Parents/Guardians understand that it is possible for their student to be removed from office at any time if the student violates the provisions of the State Officer Handbook or acts or conducts themselves in any way that is harmful/detrimental to the State Officer Program or Oregon FBLA (each student will receive a copy of the State Officer Handbook after they are elected to office and parents/guardians will be asked to sign a document(s) from the Handbook indicating that they have read and agree to abide by the provisions of the State Officer Handbook).
- Authorize the release of scores received for the Officer Candidate Interview to the members and advisers of FBLA.
- Agree to authorize Oregon FBLA to use the student's name and likeness (including photographs, video footage, silhouettes, and audio clips) in Oregon FBLA's publications, productions, social media, and their website for informational, promotional, and other related purposes.
- If the student is elected, permit, and in the case of parents, authorize the student to visit Oregon schools and participate in Oregon FBLA chapter activities for the purpose of conducting official FBLA State Officer business.
- Attend any scheduled Oregon FBLA activities when they so desire.

Please Note:
Every effort is made to schedule so that date conflicts do not occur. However, often the dates that are chosen conflict with other local school and personal activities such as proms or playoff games. If you choose to be a State Officer, you will be required to attend all the scheduled State Officer activities no matter what other conflicts arise. These dates are given in advance so that you may plan around them. If you are not willing to put FBLA activities ahead of local and personal activities (not including faith, family, or education-based obligations), please do not apply to be a State Officer.

Attention Advisers, Parents, School Officials, and Employers:
The preceding Oregon FBLA schedule of required meetings will result in the student missing almost 15 school days plus additional days of weekend and vacation time. All expenses for required activities will be covered or reimbursed as the budget permits by the state association. Non-required activities may be partially reimbursed upon approval of the State Executive Director and Board of Trustees.

CANDIDATE CONTRACT AGREEMENT

Please include signatures from each of the following:

Candidate _____ Date: _____

Chapter Adviser _____ Date: _____

Parent/Guardian _____ Date: _____

Please note, if elected, the following individuals must support your state officer term:
School Principal, School Guidance Counselor, Club Adviser, All Athletic Coaches, and Employers

Note: If the candidate changes schools, advisers, jobs, and/or sports at any time during their state officer year making the signatures not current, this document must be signed again and resent to the Oregon FBLA State Officer Coach.

CODE OF CONDUCT

This Code of Conduct is applicable throughout the officer's term of office for all FBLA events, activities, meetings, and conferences.

FBLA, as an integral part of the Business Education programs in Oregon, offers training to students with career objectives in business and office occupations. Because individual conduct and appearance is a phase of this training, it becomes the responsibility of all delegates to conduct themselves in a proper, businesslike manner at all times from the time they leave home until they return home.

- Attendance at any FBLA sponsored conference or activity is a special privilege. Knowing that any organization is judged largely by the behavior of its individual participants, the following Code of Conduct is to be subscribed to by members, guests, and advisers who attend any FBLA conference or sponsored activity:
- All chapter members attending the FBLA Leadership Conferences are required to attend all sessions of the conferences, unless previously arranged by chapter advisers according to District policy.
- All persons shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, their home, their friends, the conference, or upon the FBLA organization.
- Attendants are guests using the facilities; special care should be taken to not deface or destroy any property. Individuals who inflict damage to the hotel rooms or the building will be held liable for any costs incurred for repair.
- Dress regulations established for the conference shall be business attire. Conservative sportswear will be appropriate in specifically designed situations. Delegates shall abide by the dress code established by the Oregon and National Board of Directors for all state functions. Delegates not adhering to the dress code shall not be admitted to the functions listed above. Read conference packets for specific instructions.
- Curfew regulations shall be interpreted to mean that each person shall be in his/her hotel room by the published curfew. Each delegate shall remain in his/her room until 6:00 a.m. the next morning. No chapter activities will occur after curfew. It is the responsibility of advisers to enforce curfew with the assistance of security personnel; regardless of the number of delegates a chapter brings to a conference, it is imperative that each adviser personally supervise hotel hallways for the first ½ hour after curfew.
- Student delegates shall: 1) keep their adult advisers informed of the specific activities and whereabouts at all times; 2) not use their own cars or ride in cars belonging to others during the conference, unless otherwise approved by the local district adviser; 3) not engage in dating or other activities with non-conference students except if pre-approved by school; 4) not participate in inappropriate, lewd behavior or any sexual activities; 5) leave room door wide open and/or have Adviser/Chaperone present when meeting with members of the opposite sex in the same room; 6) not partake in hazing activities.
- No alcoholic beverages, illegal drugs, or tobacco in any form shall be possessed or used at any time or under any circumstances on public or private properties. Use or possession of such substances may subject the student delegate to criminal prosecution.
- School district policy shall be in effect for adviser/adult ratio during all Oregon FBLA activities. If a district does not have a policy, a ratio of 10 students to 1 adviser/adult will be in effect.
- Identification badges are to be worn at all times throughout the conference. For security reasons, delegates should not wear name badges while away from the conference facilities and functions.
- Student delegates are not permitted to leave conference facilities without the approval of their adviser.
- Advisers are responsible for taking all reasonable precautions to ensure the safety of their student delegates at all FBLA functions and must be readily available in case of an emergency.
- Delegates shall respect and abide by the authority vested in the Oregon Board of Trustees.
- No adviser should accept responsibility for a student delegate from another school without a written agreement between the administrations of the two schools. That agreement should be attached to the registration forms. No student delegates will be accepted without an adviser listed or a written agreement attached.
- Adult student delegates shall abide by the rules and regulations for a minor student delegate.

- Serious misconduct shall be reported to the adviser, principal, parents, and, if necessary, the proper authorities. Any further disciplinary action will be determined by board action and may result in up to one calendar year of ineligibility.
- Advisers are responsible for the supervision of conduct. Student delegates who disregard the Code of Conduct will be subject to disciplinary action and may be sent home at their own expense and will be disqualified from competitive awards or withdrawn from office, if applicable. Parents and/or school district officials will be notified.
- It is agreed that, upon violation of the Code of Conduct, the violators may be asked to vacate their hotel rooms and withdraw from the conference activities by the proper FBLA authorities.

Advisers are responsible for the supervision of delegate conduct. The delegate's adviser and Oregon FBLA Senior Director shall first discuss serious Oregon FBLA Code of Conduct violations. Delegate's parents, school principal, and, if necessary, the proper authorities will then be notified.

Student delegates who are guilty of misconduct will be subject to disciplinary action; a delegate may be: 1) asked to vacate his/her hotel room immediately and sent home independently from other chapter delegation members resulting in additional travel expenses to the delegate and the delegate's parents; 2) disqualified from competitive awards; and 3) if applicable, removed from office. Anyone being in the willful companionship of another person violating the FBLA Code of Conduct will also be subject to disciplinary action.

Upon a violation occurring, parents/guardians will be notified that their child is being sent home. It is understood that parents will be available to pick up their child and/or willing to pay additional travel expenses incurred by their child from the hotel to the bus station and/or airport (example: taxi), extra bus fare and/or airfare required to travel home, and transportation charges from the bus station and/or airport terminal to their home. Parents, if necessary, will be liable for adviser expenditures resulting from accompanying their child to his/her departure location. Any further disciplinary action will be determined by the Oregon FBLA Board of Advisers and may result in up to one calendar year of ineligibility.

DISCIPLINARY REGULATIONS

Violation of the Code of Conduct is a serious matter. Members can and should be sent home or disqualified from competition if they break the contract. If an adviser is aware of any violation of the Code of Conduct, they must enforce the consequences and inform the Senior Director or designee representative, i.e., security coordinator. Advisers are responsible for disciplining member in accordance with the deed or using the guidelines below for major infractions.

1. Use or possession of drugs/alcohol
    a. Adviser:
        i. Student sent home. Please note: A student who is present when drugs/alcohol are being used is subject to the same consequence
        ii. Adviser will notify parent and school administration of action
        iii. Adviser to take any additional action recommended by school administrator
        iv. Notify Senior Director of actions taken and any instructions given by authorities
    b. Executive Director and State Adviser in conjunction with the Board of Trustee Chair:
        i. Disqualification from conference and/or award

2. Curfew
    a. Adviser:
        i. Your students are expected to be in their own rooms at curfew. Please note: Any student(s) caught in the halls after state curfew may be disqualified and sent home
    b. Executive Director and State Adviser in conjunction with the Board of Trustee Chair:
        i. Depending on circumstances student(s) in violation of the stated curfew may be sent home
        ii. The student may be disqualified from the previous day's competitive events
3. Stealing/Shoplifting
    a. Adviser:
        i. Student(s) sent home
        ii. Adviser will notify parent and school administration of action
        iii. Adviser to take any additional action recommended by school administrator
        iv. Notify Senior Director of action taken and any instructions given by authorities
    b. Executive Director and State Adviser in conjunction with the Board of Trustee Chair:
        i. Disqualification from conference and/or award
4. Vandalism (including pulling fire alarms and throwing anything out of the windows)
    a. Adviser:
        i. Student who intentionally vandalizes is sent home
        ii. Adviser will notify parent and school administration of action
        iii. Adviser to take any additional action recommended by school administrator
        iv. Notify Senior Director of actions taken and any instructions given by authorities
    b. Executive Director and State Adviser in conjunction with the Board of Trustee Chair:
        i. Disqualification from conference and/or award
5. Cheating
    a. Adviser:
        i. If an adviser has direct awareness of cheating by student(s), the information is made known to the issues committee immediately
        ii. Student(s) sent home
        iii. Adviser will notify parent and school administration of action
        iv. Adviser to take any additional action recommended by school administrator
    b. Executive Director and State Adviser in conjunction with the Board of Trustee Chair:
        i. Disqualification from conference and/or award

CODE OF CONDUCT AGREEMENT

With your signature below, you promise to uphold or help the officer uphold their responsibilities within the above Code of Conduct.

Student Name _____

Student Signature _____ Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Home Phone _____

Parent/Guardian Cell Phone _____

Parent/Guardian Work Phone _____

Chapter Adviser Signature _____ Date _____

EMERGENCY MEDICAL TREATMENT AUTHORIZATION FORM

Name of Student:	Date:
Home Address:	Home Phone:
Parent/Guardian Daytime Phone Number:	Evening Number:
Name of High School:	School Phone:
Name of Activity: All Official FBLA Activities—April 2026– April 2027	
Adviser(s) in Charge:	

This is to certify that the above-named student has my permission to attend all Oregon FBLA sponsored activities for the 2027-2028 School Year. I also do hereby, on the behalf of the above-named delegate absolve and release Oregon FBLA, the school officials, the FBLA chapter advisers, conference staff, and Oregon FBLA staff from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the FBLA sponsored activity. I authorize the above-named adviser or the Oregon FBLA staff to secure the services of a doctor or hospital for the above-named delegate. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs. I also understand that the chapter adviser determines the criteria at the local site, for individual students and alumni to attend and participate at all FBLA activities.

We have read and agree to abide by the supplied Oregon FBLA Conduct Code. Should a Conduct Code violation occur, law enforcement personnel and/or security may be called to assist, and a Conduct Code Committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their family's expense and/or be removed from office if in an officer status. If the delegate is sent home, reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

MEDICAL INFORMATION

Known allergies (drug or natural)

Is student on special medication? (If so, please list)

Does the student have a history of: Heart Condition, Asthma, and/or Epilepsy?

Does your student have any physical restrictions or other conditions that should be known?

(If so, please list)

Student's Date of Birth:

Family Physician:	Phone:
Insurance Company:	Policy Number:

Student Signature:	Date:
Parent/Guardian Signature:	Date:
Chapter Adviser Signature:	Date: