

Officer Candidate Checklists

High School

- Completed Online Application
- Appendix A: Student/Adviser/Parent Certification
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- Appendix C: State Officer Discipline Policy
- Appendix D: State Officer Social Media Agreement & Photo Release
- Appendix E: Non-discrimination Policy & Data
- Appendix F: DOE Photo Release
- Full Color Professional Headshot

Collegiate

- Completed Online Application
- Appendix G: Student/Adviser/Parent Certification
- Appendix B: Code of Conduct
- Appendix C: State Officer Discipline Policy
- Appendix D: State Officer Social Media Agreement & Photo Release
- Appendix E: Non-discrimination Policy & Data
- Appendix F: DOE Photo Release
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Appendix A: Student Certification (High School)

To become a state officer of Iowa FBLA requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility. This agreement must be signed by all parties indicated in order for a candidate to be eligible for office.

By submitting their application, the candidate agrees To:

- Complete all Campaign guidelines outlined in the State Officer Handbook.
- Participate in all campaign activities and abide by all rules and regulations outlined in the State Officer Handbook.

IF ELECTED, the candidate agrees To:

- Perform to the best of their ability the duties of the selected office.
- Participate in all activities scheduled by the Iowa FBLA State Adviser, FBLA State Officer Coach or the Iowa FBLA Board of Directors.
- Purchase (if needed) pieces of the uniform that are not provided by Iowa FBLA.
- If you have to resign from your position anytime during your term, you will reimburse Iowa FBLA for any expenses incurred throughout the year related to your position.
- Meet and adhere to deadlines set by the officer team, Iowa FBLA Staff and Board of Directors.
- Attend required scheduled activities including:
 - State Officer Orientation (must attend the entire orientation)
 - State Officer Leadership Training (must attend entire conference)
 - State Officer Meetings
 - Chapter Officer Leadership Training
 - State Fall Leadership Conference
 - District Leadership Conferences (attend your district's conference and others if requested by the state officer and/or State Officer Coach)
 - State Leadership Conference Prep Day
 - State Leadership Conference (Note: State conference has preference over prom, athletics and other school activities. If you decide to attend an activity that conflicts with the state conference, you will not participate at all during the conference. You must be in attendance for all pre-conference planning beginning one (1) day prior to the official conference.)

Please do not run for office if you are unable to completely fulfill any of the above requirements.

State Officer Candidate Initials: _____

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The Parents/Guardians, Coaches, and Employer Agree To:

- Permit the candidate to participate in all scheduled Iowa FBLA State activities.
- Encourage the candidate to take full benefit of the leadership development experience.
- Provide transportation when necessary to events sponsored by Iowa FBLA.
- Adhere to the State Officer Travel Policy

The Adviser and School Administrator Agree To:

- Recommend for state office only those candidates who are qualified.
- Support their State Officer Candidate(s) throughout their campaigning period and if they are elected to office, their term with the association.
- Provide a Chaperone for at least one (per officer) of the officers required events, if elected.
- Ensure the candidate's attendance at all Iowa FBLA State activities, adhering to the State Officer Travel Policy.
- Follow all procedures as outlined in the State Officer Handbook.

Student Signature

Date

Parent Signature

Date

Adviser Signature

Date

School Principal Signature

Date

Appendix B: Code of Conduct

IOWA FBLA STATE & DISTRICT OFFICERS CODE OF CONDUCT

1. State Officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon FBLA.
2. State Officers shall fully participate in all appropriate activities, conferences, workshops, business meetings, etc. for which they have responsibility.
3. State Officers shall abide by the dress code as approved by National FBLA.
4. State Officers shall abide by the rules of each conference and recognize they serve as a role model for other members.
5. State Officers shall be willing to take and follow instructions as directed by those responsible for them.
6. State Officers shall avoid places and actions, which in any way could raise questions as to moral character or conduct. This includes activities and incidents away from Iowa FBLA.
7. State Officers shall treat all members equally.
8. State Officers participating in FBLA assignments shall not damage or deface property. Damage to any property or furnishings in hotel rooms, private accommodations, and/or buildings will be paid for by State Officers at their own expense.
9. State Officers shall not endorse any candidates for local or state FBLA office.
10. State Officers shall refrain from endorsing any product, vendor, or sponsor or entering into financial obligations on behalf of Iowa FBLA or business education, without the consent of the State Chair/State Adviser.
11. State Officers shall refrain from entering into romantic relationships with other State Officers or allowing personal relationships to interfere with State Officer duties while on duty at a conference.
12. State Officers shall not hold official meetings or appoint individuals or committees without the permission of Iowa FBLA.
13. State Officers shall complete assignments in a timely fashion and at the highest level of quality possible.

Iowa officers who violate or ignore any of the above subject themselves to:

1. Being removed from the FBLA conference and/or activity and sent home at their own expense by their local chapter adviser in consultation, when appropriate, with the Iowa FBLA chair of the board of directors and/or the State Adviser, and/or State Officer Coach, and/or State Chair.
2. Have any honors or offices withdrawn.

As a State officer, I agree that I will abide by the above prescribed code of conduct.

Student Signature

Date

Parent Signature *(If the student is under the age of 18)*

Date

Appendix C: State Officer Discipline Policy

STATE/DISTRICT OFFICER DISCIPLINE POLICY

Iowa State & District officers serve as ambassadors for the association and their conduct and deportment are critical to the success of this responsibility. The "Iowa FBLA State & District Officers Code of Conduct" and the "State/District Officer Discipline Policy" were developed and approved by the Iowa FBLA board of directors. Iowa Officers are governed by both.

1. Any concerns affecting officer performances should be sent to, or initiated by, the President/State Adviser of the association.
2. The President/State Adviser will inform the officer of charges and make an inquiry.
3. If the violation is of the type that can be corrected, the officer involved will be informed and the President/State Adviser will work with the officer in improving performance.
4. If the violation is not of the type that can not be corrected, removal procedures, to be determined by the President/State Adviser, will be initiated.
5. The officer may appeal the decision to the board of directors. The action of the board of directors is final.

As a State/District officer, I understand the above policy and agree to abide by the regulations set for Iowa Officers.

Student Signature _____
Date

Parent Signature *(If the student is under the age of 18)* _____
Date

Appendix D: Social Media & Photo Release Agreement

STATE OFFICER SOCIAL MEDIA AGREEMENT

Social media can be a useful tool to communicate with peers, members, friends, advisers and more. Social media can also be dangerous if you are not careful. Every picture, link, quote, tweet, status, or post that you or your friends put online is forever part of your digital footprint. You never know when that will come back to hurt or help your reputation during your time in office, applying for a scholarship or new job, or other important areas of your life.

Recognizing the above:

- I take responsibility for my online profile, including my posts and any photos, videos or other recordings posted by others in which I appear.
- I will not degrade others before, during, or after conferences or competitions.
- I will post only positive things about my peers, advisers, other members, judges and any stakeholders of FBLA
- I will use social media to purposefully promote abilities, organization, community, and social values.
- I will consider “Is this the me I want you to see?” before I post anything online.
- I will ignore any negative comments about me and will not retaliate.
- If I see another officer post something potentially negative online, I will have a conversation with that person. If I do not feel comfortable doing so, I will talk to the president, or an adviser.
- I am aware that I represent Iowa FBLA, my school, my family, and my community at all times, and will do so in a positive manner

IOWA FBLA PHOTO RELEASE FORM

I hereby consent to and authorize the use and reproduction by Iowa FBLA, or anyone authorized by Iowa FBLA, of any and all photographs/digital images/videotapes/recordings of (individual’s) name _____ on (date) _____ at all Iowa FBLA Activities, for use by Iowa FBLA, its employees, officers and agents, and the right to copyright and/or use, reuse and/or publish, republish photographic pictures, digital images, videotapes and recordings in conjunction with the students name listed above.

I also give permission for these photographs/digital images/videotapes/recordings to be used in its entirety and/or edited version as deemed necessary by Iowa FBLA (to include usage of images on Iowa FBLA and other Career and Technical Student Organizations websites).

Furthermore, permission is also given for the photographs/digital images/videotapes/recordings to be used by Iowa FBLA at any time in the future without further clearance from me.

I understand that these photographs/digital images/videotapes/recordings may be used for marketing purposes (including websites) by Iowa FBLA.

I have read the foregoing release, authorization and agreement, before signing below, and warrant that I fully understand the contents thereof.

I have read, understand and agree to the Iowa FBLA Photo Release Form and the State Officer Social Media agreement form.

Student Signature _____ Date

Parent Signature *(If the student is under the age of 18)* _____ Date

Appendix E: Non-Discrimination Policy

Non-Discrimination Policy:

It is the policy of the Iowa Future Business Leaders of America not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or complaints related to compliance with this policy by Iowa Future Business Leaders of America, please contact Kent Seufferer, Executive Director, the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St, Des Moines, IA 50319-0201, telephone number, 515-281-4121, FAX number: 515-242-5840, email: icrc@iowa.gov, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, telephone number: 312-730-1560, FAX number: 312-730-1576, TDD number: 877-521-2172, email: OCR.Chicago@ed.gov. Additionally, you may contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-0146, telephone number: 515-281-5295.

I have read, understand, and agree to follow the Iowa FBLA Non-Discrimination Policy:

Student Signature _____ Date

Parent Signature *(If the student is under the age of 18)* _____ Date



IOWA

Department of Education

Appendix F

Ann Lebo, Director

Kim Reynolds, Governor
Adam Gregg, Lt. Governor

PUBLICATION RELEASE FORM

I, _____, hereby irrevocably authorize the Iowa Department of Education (Department) and anyone authorized by the Department, to record, edit, copy, distribute, use and reuse my name, my school district and hometown, my voice, my statements, my likeness, and any other biographical information ("my information") for use in any Department training, publication, or promotional materials used in print, broadcast, digital media, or online, in any manner and in all current and future media distributed by the Department. I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my information appears.

I understand that the Department owns a copyright and all other media distribution rights for any publication in which my information appears and may exclusively use this in any manner, in whole or in part, including print, broadcast, digital media, or online. I understand that publications containing my information will become property of the Department and will not be returned.

I understand that I will not receive compensation as a result of any such use or re-use of my information. Additionally, I waive any right to royalties or compensation arising or related to this use.

I release any and all claims or causes of action I may have now or in the future against the Department, or its officers, directors, employees, and agents, in connection with this release.

I am at least 18 years of age and I am competent to contract in my own name. I have read this release before signing below and fully understand the contents, meaning, and impact of this release. (IF UNDER 18 SEE BELOW).

Date: _____ Signature: _____

Printed Name: _____

Address: _____

Phone: _____

Creating excellence in education through leadership and service

Grimes State Office Building | 400 E. 14th St. | Des Moines, IA 50319-0146
Phone (515) 281-5294 | www.educateiowa.gov

Appendix F

I, _____, represent that I am the parent or legal guardian of _____, that I have read this release before signing below and fully understand the contents, meaning, and impact of this release, and that I consent to this release on behalf of _____.

Date: _____ Signature: _____

Printed Name: _____

Address: _____

Phone: _____