



South Dakota FBLA
2022-2023
State Officer Candidate
Handbook



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Dear Prospective State Officer Candidate:

Congratulations!

You have taken the first step toward running for a South Dakota FBLA State Office. Serving as a state officer is an honor and requires a substantial commitment on your part. Only the most dedicated and prepared students assume leadership roles and develop and carry forward a challenging Program of Work for South Dakota FBLA.

It takes a special individual to serve as a SD FBLA State Officer. State Officer Candidates must be organized, motivated and eager to work as a team. State Officer Candidates must have initiative and high moral and ethical standards. State Officer Candidates must make FBLA a top priority and present a positive image on behalf of our organization.

This guide provides you with essential information and the steps required to become a SD FBLA State Officer. Running for state office is challenging, exciting and takes work.

Once you have made it through the screening process, the next challenge is to get elected. You will have to persuade voting delegates at the State Leadership Conference (SLC) that you are the best candidate for your office!

Preparing, campaigning, speaking – all come together to create a learning experience you will benefit from throughout your career. The experience itself is invaluable, even if you are not elected. Every candidate is a winner!

You cannot become a State Officer alone. You need the support and encouragement of many people. As you read this guide, be sure to include those who will be supporting you. Read carefully to make sure you meet the qualifications and make sure to follow the directions listed.

I look forward to having you on the 2022-2023 State Officer team!

Best of luck!

A handwritten signature in blue ink that reads 'Tina Miller'.

Tina Miller
SD FBLA State Advisor



Is Running for State Office Right for Me?

Serving as a SD FLBA State Officer is a rewarding experience. Planning and executing a state officer campaign provides you relevant career experience. Serving as a SD FBLA State Officer provides immeasurable opportunities. However, it is a substantial commitment and therefore, the decision to run for state office should be taken seriously.

A State Officer will spend on average, one to two hours a week working on projects and responsibilities. Prior to state officer meetings, conferences and FBLA events, the amount of time required tends to increase as officers finalize preparations. Academics must remain the number one priority, but you need to find a way to balance them with your responsibilities as a SD FBLA State Officer.

State Officers are required to attend conferences, officer meetings and FBLA events throughout the year. You are not allowed to leave early, arrive late, or miss any parts of these events (except in the case of an extreme emergency). This may mean you have to miss playoff games, dances, and other organization trips because they conflict with state officer responsibilities. The expectation is that your state officer responsibilities and commitments take priority, after your academics.

Before you commit to running for a state office, it is vital that you take an honest, personal inventory. Evaluate whether you have the time, resources, support, skills, attitude, and commitment to run a campaign and fulfill your duties as a SD FBLA State Officer.

Please carefully review the documents and information in this guide to ensure you fully understand what is expected and required of you as a State Officer if you are elected. SD FBLA members elected to a state office in another Career and Technical Student Organization (CTSO) (i.e. BPA, DECA, FCCLA, FFA, HOSA, SkillsUSA, or TSA) may not serve as a SD FBLA State Officer. In other words, if you are elected to a state office in FBLA, you may not hold another state office in another CTSO.

If you are willing to make this commitment and you decide to run for office, rest assured that holding state office will be a memorable life experience and one of the most effective career preparations experiences you can have while in high school.



Dear Parent(s)/Guardian(s) of State Officer Candidates:

Thank you for your continued support of your state officer candidate during the election process. Choosing to run for a state office indicates that they are a charismatic individual with the potential to achieve anything they set their mind to.

Your state officer candidate has undoubtedly been involved in other leadership roles. It is a great honor to represent the 500 plus Future Business Leaders of America student members in South Dakota. However, with the office comes a lot of responsibility and an immense commitment. To support them, it is important you know what is expected should they be elected. Please read this guide as it covers mandatory events and activities, a list of duties and expenses for their office, and disciplinary procedures up to and including removal from office.

SD FLBA State Officers are role models. With a few exceptions, they plan and conduct all SD FBLA events and activities under mine and their chapter advisor's guidance. Your support is essential and necessary in their journey as a SD FBLA State Officer.

Serving as a SD FLBA State Officer is a worthwhile learning experience. They will hone their skills in public speaking, time management, conflict resolution, event planning, teamwork and much more. They will grow professionally, build life-long friendships, and develop career contacts.

Your student desires to serve the South Dakota FBLA organization. Their advisor finds them a worthy candidate. However, life happens. Students are not always that communicative about their commitments or forget to advise you of their schedule. Please know that I, like their chapter advisor, understand that. We must work together to make this a positive experience for everyone. Please feel free to reach out to their chapter advisor or myself if you have any questions or concerns, not only during this process, but at any time. If you have questions, please feel free to email me at tina.k.miller@usd.edu.

No matter the results of the 2022-2023 State Officer elections, your encouragement and guidance are appreciated and strengthens not only your student, but their chapter and by extension South Dakota FBLA as a whole.

Sincerely,

A handwritten signature in blue ink that reads 'Tina Miller'. The signature is written in a cursive, flowing style.

Tina Miller
SD FBLA State Advisor



South Dakota FBLA Chapter Advisors:

The South Dakota FBLA State Officer Program provides tremendous opportunities for students to gain 21st Century employability skills. These skills include critical thinking, goal setting, organizational skills, public speaking, and many more. In short, it is a unique and valuable experience that we are excited to share with your students.

You are encouraged to recruit applicants for state office from among the leaders in your FBLA chapter. Chapters may have up to three candidates for separate state offices.

Along with the considerable benefits that come with being a state officer, there are important responsibilities that state 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 ensure those responsibilities are met.

As an advisor with a candidate, and likely a state officer, the expectation is that you will:

- Assist your candidate with completing required aspects of the State Officer candidate application and review campaign speeches and campaign materials.
- Make a personal commitment to cooperate with the State Advisor to ensure that your state officer fulfills all their state officer responsibilities in a timely manner.
- Attend various meetings and functions with your state officer and arrange travel, including chaperoning at the National Leadership Conference unless replaced by a chaperone from your school or community.
- Serve as an ongoing mentor; arranging additional time to work with them.
- Review the State Officer Team Program of Work to ensure they are up to date on their assignments.
- Edit and review materials and communications before your state officer submits and distributes them; and
- Provide your state officer with workspace supplies, computer access, email access, and any necessary financial support.

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

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

Sincerely,

A handwritten signature in blue ink that reads 'Tina Miller'.

Tina Miller
SD FBLA State Advisor



FBLA Election Process and Procedures

State elected officers of South Dakota FBLA shall be a President, North Vice President, South Vice President, Secretary, Treasurer, Reporter, and Historian. The North Vice President represents the chapters north of forty-five degrees latitude. The South Vice President represents chapters south of forty-five degrees latitude.

The office of Parliamentarian shall be appointed by the President. The President shall appoint the member who received the highest score on the Parliamentary Procedure test. If the office is declined, the above procedure will be continued until someone accepts the position. The Parliamentarian must meet the same qualifications as the elected officers.

Candidates for State Office shall be elected annually at the general session of the State Leadership Conference by chapter voting delegates. A majority vote shall be required for election. If no candidate receives a majority vote refer to Article VI. Officers and Elections, Section 4(B) of the South Dakota Future Business Leaders of America Bylaws revised 2017.

During the election, President will be elected first, followed by North Vice President, South Vice President, Secretary, Treasurer, Reporter, Historian, followed by the announcement/acceptance of the office of the Parliamentarian.

State officers shall be elected for one year or until their successors are elected or appointed. Their term of office shall begin at the close of the State Leadership Conference at which they were elected. Officers may succeed themselves in the same office for two consecutive terms if elected to a second term.

Except for President, a vacancy in any office shall be filled by the individual who received the second most votes in that office at the most recent State Leadership Conference. If there were no other candidates, then the President may appoint someone with the approval of the State Advisor and Board of Directors.

State Voting Delegates

Each active chapter in good standing shall be entitled to send two voting delegates from its active membership to the State Leadership Conference. These voting delegates will be designated State Voting Delegates and will vote only for state-wide officer positions, national officer candidates and other business brought before the State Annual Business Meeting. State Voting Delegates may also serve as Local Chapter Voting Delegates.

Local Chapter Voting Delegates

Each chapter in good standing shall be entitled to send the number of Local Chapter Voting Delegates to SLC based on these active membership numbers:

Under 50 members:	two Local Chapter Voting Delegates
50-100 members:	three Local Chapter Voting Delegates
100 + members:	four Local Chapter Voting Delegates



Voting Delegate Requirements

All State and Local Chapter Voting Delegates must attend the State Leadership Conference. Voting Delegates may be changed at registration prior to the beginning of the State Leadership Conference First General Session. Chapter Voting Delegates shall be entitled to vote on all matters which come before the election session.

All Voting Delegates:

- Must have paid their dues by March 1.
- Shall be registered by their chapter advisor by March 1, 2022.
- Must attend Caucusing on Monday night of the State Leadership Conference.
- May ask **appropriate** questions of the candidates during Caucusing.
- Must attend the start of the State Officer Election to be eligible to vote in the State or National Officer Election and for any South Dakota FBLA Bylaws Amendments.

The quorum for all business meetings of the State Leadership Conference shall be most of registered delegates. Questions regarding campaign procedures or candidate eligibility must be directed to the State Advisor.

Elected/Appointed Officer Job Descriptions

All State Officers

1. Read the State Officer Handbook (provided upon installation to State Office), submit all required forms by the deadline and abide by the policies and procedures outlined in the handbook.
2. All State Officers will fulfill the duties and responsibilities of their respective office with efficiency, dedication, and business-like conduct; meet all required deadlines established by the State Officer Team and the State Association; and promote the goals and objectives of Future Business Leaders of America.
3. Work with the State Officer team to plan a Program of Work and do the work necessary to achieve the goals and objectives developed.
4. Complete assigned items on time and ensure it represents your best work.
5. All state officers are **REQUIRED** to attend meetings, trainings, and conferences whether virtual or in person as outlined in the State Officer Candidate Contract. Missing events, except in the case of emergency, may result in removal from office. State officers must have a working knowledge of parliamentary procedure.
6. As a state officer, you are a member of the team that plays a vital role in planning projects, workshops, and conferences. It is your duty to be a contributing member of the team and complete all assigned tasks. Remember, you provide support not only for your fellow officers, but for SD FBLA.



7. State Officers must communicate with the State Officer Team, State Advisor, and other appropriate persons on a regular basis. State Officers must respond within 24 hours to written and electronic correspondence and send a copy of all official emails, memos and letters to the State Advisor promptly. All correspondence must be approved by the State Advisor before sending to chapter advisors, business leaders, potential sponsors, board members, etc.
8. State Officers must contribute articles to the South Dakota website, newsletter and other FBLA publications. In addition, they must post content on South Dakota FBLA social media channels and other outlets as directed.
9. State Officers must submit a monthly report (deadline to be determined) about local and state FBLA activities as well as progress on their Program of Work items.
10. Prepare and update your state office binder and other transition materials to be shared with your successor at the end of your term. The binder is to be returned at the State Leadership Conference to pass on to the next State Officer.
11. Be an exemplary member of SD FBLA by abiding by the Code of Conduct, Dress Code and State Officer standards outlined in the State Officer Handbook.
12. Conduct chapter visits and work with assigned chapters to assist with the growth and development of the FBLA program.
13. A candidate for any office must agree that in case they later enroll in a school in which there is not an active chapter, they will resign their state office.
14. All State Officers shall install incoming State Officers at the State Leadership Conference.
15. As a State Officer you are to remain a fully active member in your chapter. If you hold a chapter office, you are responsible to your chapter advisor and must fulfill your chapter duties, follow chapter policies, and participate in your chapter activities.
16. State Officers must work with their chapter advisor on all State Officer assignments and keep their chapter advisor informed of their State Officer activities, assignments, and upcoming meetings.
17. All State Officers must be paid members of FBLA by March 1st each year.

State President

1. Serve as the communication link between the State Officer Team and other South Dakota FBLA leadership; working closely with the State Advisor.
2. To initiate and maintain communications with the National Officer team.
3. Lead the State Officer Team in developing the Program of Work and ensure its completion during your term. Encourage them to meet assigned deadlines by checking in prior to deadlines, sending reminders and offering your assistance.



4. To ensure the State Officer Team works together and promotes camaraderie.
5. Preside over and conduct state officer meetings according to parliamentary procedure, using the latest edition of *Robert's Rules of Order, Newly Revised*, and the SD FBLA Bylaws. Preside over the Officer Leadership Institute, Fall Leadership Conference and the State Leadership Conference.
6. Prepare reports required for state officer meetings according to scripts and agendas.
7. After discussing agenda items with the State Advisor, send the agenda at least 5 working days prior to each meeting so the State Advisor can send the Zoom link to all State Officers and their chapter advisors.
8. Combine individual monthly state officer reports into a team monthly summary report for the Board of Directors and the State Advisor. Publish these reports on the SD FBLA website by the determined deadline each month.
9. National Leadership Conference duties:
 - a. Serve as a voting delegate, if assigned.
 - b. Give the South Dakota state report during the regional meeting.
 - i. You must be "asked" to sit at the president's table.
 - c. Accept any state awards.
10. Serve as a model representative for SD FBLA public relations and assist in the promotion and development of SD FBLA. The president may be called upon to make presentations before adult and student organizations, which may on occasion, require an absence from school.
11. Prepare a year-end report of all your activities during your term in office.

Regional Vice Presidents

1. Assist the President as needed and be prepared to act in the President's place, if necessary. This role is fulfilled by the Vice President from the President's region.
2. Initiate and maintain contact with officers in chapters in your region.
3. Aid local chapters in developing their Program of Work as requested.
4. Promote SD FBLA to business and industry within your region.
5. Lead recruitment projects in your region to secure new members and chapters.
6. Participate in the planning process of Fall Leadership Conference, Officer Leadership Institute and State Leadership Conference. Prepare and conduct workshops as assigned.
7. Prepare monthly reports and submit to the State President by deadline for inclusion in state officer meeting reports.
8. Perform additional duties as assigned by State Advisor.



State Secretary

1. Prepare and read minutes from all meetings. Preparation of minutes means to take accurate notes of motions, keep accurate membership and attendance, as well as count and record votes when taken.
2. After the meeting, type the minutes according to the FBLA Competitive Event Format Guide. Email the minutes within ten working days after the meeting to the State Advisor for distribution to all State Officers and chapter advisors.
3. Keep accurate records at all state officer meetings and conferences. Maintain a copy of all minutes in a permanent book that should be available at all meetings.
4. Prepare thank you letters, and other correspondence as instructed by the State Advisor and mail within one week of events such as Officer Leadership Institute, Fall Leadership Conference and State Leadership Conference.
5. Participate in the planning process of Fall Leadership Conference, Officer Leadership Institute and State Leadership Conference. Prepare and conduct workshops as assigned.
6. Prepare monthly reports and submit to the State President by deadline for inclusion in state officer meeting reports.
7. Perform additional duties as assigned by State Advisor.

State Treasurer

1. Assist the State Advisor in keeping accurate, up-to-date financial reports.
2. Keep accurate records of receipts and disbursements.
3. Review all reimbursement requests.
4. Present the financial report at state officer meetings with copies for all attending.
5. Participate in the planning process of Fall Leadership Conference, Officer Leadership Institute and State Leadership Conference. Prepare and conduct workshops as assigned.
6. Prepare monthly reports and submit to the State President by deadline for inclusion in state officer meeting reports.
7. Perform additional duties as assigned by State Advisor.

State Historian

1. Prepare conference slide shows for Fall Leadership Conference, State Leadership Conference (SLC), SLC State Officer Farewell, SLC Advisor Appreciation, and SLC Year in Review.
2. Music used for any presentation must be submitted to the State Advisor at least fifteen working days prior for approval.



3. Prepare the SD FBLA scrapbook and present it at the State Leadership Conference.
4. Participate in the planning process of Fall Leadership Conference, Officer Leadership Institute and State Leadership Conference. Prepare and conduct workshops as assigned.
5. Prepare monthly reports and submit to the State President by deadline for inclusion in state officer meeting reports.
6. Perform additional duties as assigned by State Advisor.

State Reporter

1. Prepare a newsletter and/or publication to be emailed to all state officers, chapter officers, State Advisor, and chapter advisors at least three times throughout the elected year.
2. Participate in the planning process of Fall Leadership Conference, Officer Leadership Institute and State Leadership Conference. Prepare and conduct workshops as assigned.
3. Prepare monthly reports and submit to the State President by deadline for inclusion in state officer meeting reports.
4. Perform additional duties as assigned by State Advisor.

State Parliamentarian

1. Advise the State President on parliamentary procedure during state officer meetings and at conferences.
2. Act as a resource person on parliamentary procedure for all chapter voting delegates at the State Leadership Conference.
3. Make sure the election of state officers at the State Leadership Conference follows correct parliamentary procedure and the SD FBLA Bylaws.
4. Have a copy of the latest edition of *Robert's Rules of Order, Newly Revised*, the SD FBLA Bylaws, the National FBLA Bylaws, and a small flag at every meeting.
5. Participate in the planning process of Fall Leadership Conference, Officer Leadership Institute and State Leadership Conference. Prepare and conduct workshops as assigned.
6. Prepare monthly reports and submit to the State President by deadline for inclusion in state officer meeting reports.
7. Perform additional duties as assigned by State Advisor.



State Officer Candidate Eligibility

1. To be eligible to run for a state office, each candidate must complete and email all the necessary forms and documentation provided in this guide by March 1, 2022, to the State Advisor at tina.k.miller@k12.sd.us.
2. Candidates must be a paid member by March 1 of the current school year and be a member in good standing in the FBLA school chapter in which they are enrolled.
3. A candidate must be a freshman, sophomore or junior and have at least one year remaining in high school and have taken or planning to take a business course. They must also take the Parliamentary Procedure test at the State Leadership Conference.
4. Each regional vice president shall be from the same region they represent.
5. Candidates may not hold a state office in another CTSO while serving as a SD FBLA State Officer.
6. Candidates must have earned a 2.5 GPA in the semester (two quarters) prior to application for state office. Candidates must maintain a 2.5 GPA while holding a state office. If any State Officer does not maintain a 2.5 GPA in each grading period, they may be removed from office and the office declared vacant.
7. Candidates must always be eligible to participate in the South Dakota High School Activities Association approved activities. Any officer suspended from participating in activities may be removed from office and the office declared vacant.
8. Candidates will be interviewed prior to the State Leadership Conference. Except in extreme circumstances a candidate must attend SLC to run for office. The interview screening committee will be composed of current state officers, State Advisor and others deemed appropriate.
9. All candidates except Parliamentarian shall be elected by a majority vote of the local chapter voting delegates at the State Leadership Conference. The Parliamentarian must take the Parliamentary Procedure test and the candidate with the highest score will be appointed State Parliamentarian.
10. Candidates for national office must follow the application procedures defined on the National FBLA website.
11. All requirements and regulations governing SD FBLA state officers are also applicable to national officer candidates or members who have been elected or appointed to a national office.
12. Any candidates that fail to comply with the procedures outlined above will not be allowed to run for state office.



National Officer Candidates

1. The candidate will file a State and National Candidate Application by the prescribed deadlines and fulfill both sets of deadlines.
2. The candidate will be interviewed at the State Leadership Conference.
3. The candidate(s) for national office from South Dakota will be elected by a majority vote of the voting delegates at the State Leadership Conference.
4. If elected, the candidate must declare which national office they will pursue and have this decision approved by their chapter advisor and State Advisor.
5. If elected to serve as a National Officer, they will serve as an ex-officio member of the State Officer Team for the school year.
6. The procedures for selecting a National Officer are as follows:
 - a. Announcement of candidacy is made following the state officer elections.
 - b. Campaign speeches must be given following the election of state officers.
 - c. Voting for a national officer candidate will be before the award ceremony.
 - d. If no individual announces at the State Leadership Conference and if no other candidate has been elected at the State Leadership Conference, candidates who announce their candidacy for a national office later will be reviewed by present and past state officers, chapter advisors and the State Advisor.



State Officer Candidate Application Process

1. Each chapter in good standing may only submit one candidate for each office (up to three offices).
2. Candidates for all state offices must complete and submit the application, forms, candidate commercial video link and the State Officer Contract with all necessary signatures to the State Advisor, tina.k.miller@usd.edu by March 11, 2022, at 11:59 p.m. **This includes applicants for State Parliamentarian.**
3. Forms in the appendices to be completed and submitted by the chapter advisor and State Officer Candidate prior to the deadline are:
 - a. State Officer Candidate Application Cover
 - b. State Officer Candidate Recommendation Form
 - c. State Officer Candidate Contract for All Parties
 - d. State Officer Candidate Code of Conduct
 - e. State Officer Candidate Code of Conduct Disciplinary Regulations
4. Candidates will submit a 30 second commercial to be viewed by state membership prior to the State Leadership Conference.
5. A Candidate Screening Interview will be scheduled prior to the State Leadership Conference. Candidates must receive an average of 70 or more points to move forward. Scoring rubric is in Appendix A.
6. Candidates will take the Parliamentary Procedure Test prior to State Leadership Conference.
7. All candidates and their campaign manager (if applicable) must attend the State Officer Candidate Briefing Session at the State Leadership Conference. Failure to attend the briefing may result in a candidate's disqualification. At this briefing, candidates will submit these items:
 - a. One set of all State Officer Candidate Campaign Materials and Giveaways.
 - b. State Officer Candidate Campaign Expense Report.
 - c. If time allows, candidates may get a technical run through of their presentations.



State Officer Candidate Commercial

Each candidate must submit a pre-recorded commercial which will be viewable before and during the State Leadership Conference. Commercials must follow these guidelines:

- Videos must be 30-seconds (maximum) and highlight why the candidate should be elected to state office.
- Time begins the moment the first visual and/or audio occurs on screen and ends at the last moment a visual and/or audio component occurs on screen.
- Videos should feature the candidate speaking but may include supporting graphics and/or visuals to help showcase why the candidate would make a good state officer.
- Other FBLA members may help a candidate shoot, edit, and design the video, but the candidate can be the only one speaking.
- Videos must be submitted in .mov format at the time of application.
- Inappropriate videos (offensive language, gestures or images, unclean music, sexually suggestive music or language) will not be allowed.
- If a video is deemed inappropriate by the chapter advisor, the candidate may be disqualified.
- Campaign video expenses must be included in the Campaign Expense Report.

Video Commercial Submission Instructions

Complete the below steps to submit your video:

- Step 1:** Create and/or sign into your Dropbox account.
- Step 2:** Upload your video to Dropbox. Your file must be a .mov file.
- Step 3:** Select the “Share Link” option for your uploaded file.
The “Share Link” button appears when you hover over the file in Dropbox.
- Step 4:** In the “Share Link” window, ensure the “Anyone with the link can view” option is selected.
- Step 5:** Click “Get Link”.
- Step 6:** Submit the video link on the online application.



State Officer Candidate Screening Interview

All candidates will participate in a virtual interview prior to the State Leadership Conference. The Candidate Screening Committee will consist of a minimum of three to five members including the State Advisor, current State Officers and others as assigned.

After the application deadline, candidates will receive an email to schedule their candidate interview over Zoom. Candidates should report to the interview Zoom room during the designated time frame. Interviews will last between 5 to 10 minutes depending on the number of candidates. Each candidate will have an equal amount of time for their interview.

The Candidate Screening Committee will interview each candidate fairly and objectively to determine eligibility to seek office. They will ask candidates questions related to character, FBLA and leadership.

Sample Questions

Character

- Do you have a favorite quote or saying? Why is it important to you?
- What would your FBLA Advisor say is your greatest strength?
- What would your best friend say is your greatest flaw?
- Why is a "positive attitude" important to a State Officer?
- What does the statement, "Ethics is a critical part of business," mean to you?
- What is your favorite hobby? Why?

FBLA

- Why do you wish to be a South Dakota FBLA State officer?
- What is the greatest contribution you can make to South Dakota FBLA?
- Why is FBLA important to all students?
- What is the relationship between the Business/Marketing program and FBLA?
- What qualities are necessary to become a responsible business leader?

Leadership

- Do you feel everyone has the same capacity for leadership? Why?
- How are leadership and responsibility related?
- What significant contributions have you made to your FBLA chapter?
- Define teamwork as it relates to the South Dakota FBLA State Officer Team?
- Are you employed? What are your responsibilities at work?
- What kind of Program of Work have you established for yourself?
- What should be the most important goal of South Dakota FBLA?



State Officer Candidate Speeches

The nomination and acceptance of a candidate running for a state office (other than Parliamentarian) may only be done with a speech. Speeches and presentations by the campaign manager and the response by the officer candidate will be given at the first general session of the State Leadership Conference.

Each candidate is limited to **two minutes or less**. This includes the campaign manager's introduction, the candidate's speech and/or presentation. Candidates who exceed the time limit will be gaveled out of order. **If gaveled more than two times the candidate will be disqualified.**

State Officer candidates will be given the opportunity to use a multi-media presentation (PowerPoint, Movie Maker, etc.) in accordance with the following guidelines:

- All presentations must be emailed to the State Advisor on/or before March 25, 2022.
- The Chapter Advisor will preview each presentation for appropriate content and once approved, the content cannot be changed.
- Any inappropriate content will cause the presentation to not be allowed with the possibility of disqualification.
- If music is to be used with the multimedia presentation, lyrics must be appropriate and provided with the submission. Music must be embedded into the presentation. No other equipment will be provided or allowed.
- Every effort will be made during the candidate briefing for each candidate with a presentation to review the presentation for technical operation only. Time will not be allowed for a complete run-through.
- South Dakota FBLA will not be responsible for any malfunctioning presentation.
- Skits and costumes are not allowed.

Candidates who win their election will give an acceptance speech no longer than two minutes during the installation ceremony.



State Officer Candidate Campaign Speech Tips

1. Introduction

- a. Grab everyone's attention with a hook. Be creative with it.
- b. Introduce yourself, grade, chapter, and why you are there.

2. Tell a story

- a. Transition and talk about your experience with FBLA/background.
- b. Mention previous leadership roles, achievements and involvement.
- c. Don't overwhelm your audience with your entire resume.

3. Point 1: Campaign Goal

- a. Talk about your first goal and explain how it will better South Dakota FBLA.
- b. Keep it brief.

4. Point 2: Campaign Goal

- a. Talk about your second goal and explain how it will better South Dakota FBLA.

5. Point 3: Campaign Goal

- a. Talk about your third goal and explain how it will better South Dakota FBLA.
- b. There is no specific amount of campaign goals, but 3 is a good maximum.
- c. Do not just say 1...2...3, try to find some way to make them interesting.

6. Wrap it up

- a. State your name, slogan, and tie in why this is all important for THEM.
- b. End with something that they can think about or remember.
- c. Thank them for listening.

State Officer Candidate Victory Speech Tips

Election victories are not an end in themselves so it's important not to overplay the moment. It is a time to be happy, but it also signals the beginning of the real work ahead with the 2022-2023 State Officer Team.

1. Acknowledge your opponent.

The victory speech is an opportunity to acknowledge your opponent and acknowledge their service and their willingness to put themselves forward as someone ready to serve the people.

2. Acknowledge your supporters that helped you win.

Campaigns don't come down to a single person. Acknowledge those that supported you, but do not go overboard or people will tune you out.

3. Reaffirm your commitment.

Remind people what your goals are and your commitment to getting on with the job ahead. Mention who you will help and why. It is not necessary to talk about the how.

4. Always write a victory speech.

It would be a shame for a successful campaign to be let down at the finishing line. People hate lousy speeches.



State Officer Candidate Campaign Rules and Regulations

The campaign rules and regulations for South Dakota FBLA state office are:

1. There is a spending limit of \$100 on campaigns. A maximum of \$50 may be obtained through donations.
2. State Officer Candidate Briefing:
 - Candidates and campaign managers (if applicable) must attend early Monday morning during State Leadership Conference.
 - Candidates will be briefed on the caucus schedule:
 - Each candidate will have three to five minutes, depending on the number of candidates, to speak to the schools and answer questions.
 - Questions should be relative to the campaign and candidates may choose not to answer inappropriate questions.
 - The caucus and candidate rotation will be in the conference program.
 - Submit a copy of all campaign materials, including all giveaways.
 - Submit a campaign expense report.
3. Campaign booths:
 - Candidates will be assigned a six-foot table.
 - Electricity is not provided, do not use hotel electricity. Battery power is okay.
 - Booths will be assembled and disassembled during designated times only.
 - Signs can be of any size and number if they fit within the booth area.
 - Posting campaign signs or paraphernalia outside the booth is not permitted.
 - Booths will be manned by the candidate and/or current students only during scheduled times so FBLA members get a chance to meet the candidates.
 - Representatives at the booth will be dressed in appropriate business dress attire. No t-shirts allowed.
4. Campaign materials and giveaways:
 - Approved by the chapter advisor and labeled with the candidate's name.
 - Giveaway items not to exceed \$2 each and must be school appropriate.
 - All printed materials must be accounted for in your budget.
 - All food items must be commercially prepared and/or wrapped.
 - Stickers that are not adhered to giveaways as labels will not be permitted.
 - Candidates and staff are responsible for making sure any discarded campaign materials are picked up and thrown away. Materials found littering the hotel or conference center may cause the candidate to be disqualified.
5. No campaigning or distribution of **ANY** campaign materials is permitted prior to or during the Opening General Session. Do not throw or launch campaign materials.
6. To ensure a fair election and equal opportunity for all, receptions/social activities sponsored by candidate or related party for conference participants are prohibited.

Violation of campaign rules should be reported to the State Advisor and may result in the candidate's disqualification.



State Officer Candidate Campaign Tips

You have made the decision, filled out the paperwork and got all the signatures.

Now What?

In short, you need money, volunteers, and a plan.

Find a campaign manager and start planning. It is never too early! It may look easy on television, but a campaign is a series of organized, planned actions to get you elected.

Electing the next State Officer Team is an exciting and important part of the State Leadership Conference. Voting Delegates determine the best candidate for each office. Therefore, it is essential that you talk to fellow members. Involve your chapter members. Let everyone know your goals to move South Dakota FBLA forward.

This will be a learning experience with a plethora of emotions; exhilaration, exhaustion, edginess and those are only the e's. Develop a plan and work the plan. Scheduling tasks ensures their completion before election day. By eliminating a mad rush to finish things at the last minute you will be able to relax and get a good night's sleep before campaigning.

Some campaign suggestions include, but are not limited to:

1. Have a theme that will be easy to build different, attractive ideas upon and which will have a positive, memorable effect on the delegates.
2. Integrate the campaign theme throughout the campaign speech.
3. Be sure not to include equipment requiring electricity.
4. Develop some way to state the candidate's qualities, ideas, and goals, such as a fact sheet or brochure.
5. Have giveaways such as candy, stickers, and pens. **Food items must be commercially prepared and wrapped.** May be eliminated this year due to COVID-19.
6. Make posters or other means of catching attention.
7. Have the candidate visible and prepared to talk to people and answer questions.
8. Prepare to answer voting delegates questions during the caucus sessions.
9. Develop a campaign budget and stick to the \$100 campaign expenses cap.
10. Practice your campaign speech in front of others and have them ask questions to help you prepare for the "real thing."



Dress Code

State officers must always follow the FBLA national dress code located [here](#). The state officer professional attire includes khaki pants, white button-down shirt or white blouse and the officer blazer. Shoes must be closed toe and gentlemen are expected to wear the FBLA bow/necktie.

FBLA members and chapter advisors should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world.

Professional attire acceptable for official FBLA activities includes:

Males

- Business suit with collared dress shirt, and bow/necktie or
- Sport coat, dress slacks, collared shirt, and bow/necktie or
- Dress slacks, collared shirt and bow/necktie or
- Banded collared shirt may be worn only with a sport coat or business suit
- Dress shoes and socks

Females

- Business suit with blouse or
- Business pantsuit with blouse or
- Skirt or dress slacks with blouse or sweater or
- Business dress
- Capris or gauchos with coordinating jacket / suit, worn below the knee
- Dress shoes
- Nylons when wearing skirts and dresses

Inappropriate attire, for both men and women includes:

- Visible body piercings jewelry, other than ears. No plugs or tunnels in ears.
- Denim, flannel or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise, or bike shorts.
- Backless, see-through, tight-fitting, spaghetti straps, strapless, **extremely short**, or low-cut blouses / tops / dresses / skirts. No visible foundation garments.
- Athletic wear, t-shirts, Lycra, spandex, midriff tops, tank tops, bathing suits or hats.
- Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee-boots.

Clarification

Many women's two-piece suits are designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open-toe shoes, and sleeveless dresses are accepted.

No dress code can cover all contingencies, so FBLA members must use a certain amount of judgment in their choice of clothing. Members who experience uncertainty about unacceptable attire should ask their chapter advisor.



Appendix A: State Officer Candidate Interview Scoring Grid

State Officer Candidate Interview Scoring Grid

	Maximum Points	Points Awarded
Pre-Interview Introduction Introduced self properly. Physically poised and ready. Spoke clearly and forcefully. Stated the office sought. Good first impression.	10 points	
Character Question Response Candidate's answers show a strong sense of character, genuineness, and honesty. Answers suggest candidate will work well with fellow FBLA members and model good citizenship. Answers are organized, logical, and reasonable. Candidate maintains composure, uses precise words, is interesting to listen to and thinks questions through.	15 points	
FBLA Question Response Candidate's answers show a strong understanding of SD FBLA. Ideas and plans for the future of SD FBLA are strong and reasonable. Answers show candidate has a strong sincerity in the organization. Candidate maintains composure, uses precise words, is interesting to listen to and thinks questions through.	15 points	
Leadership Question Response Candidate's answers show understanding of the traits of a good leader. Answers suggest candidate has self-initiative, dedication, and the ability to motivate many people to accomplish a common goal. Candidate maintains composure, uses precise words, is interesting to listen to and thinks questions through.	15 points	
Appearance Good color coordination. Hair clean and neat. Good posture. Clothing clean and pressed. Facial appearance is natural. Conservative business attire. Pleasant smile.	10 points	
Attitude Attentive, alert and responsive. Self-confident. Enthusiastic. Competitive and open minded. Sincere and conscientious. Socially at ease and comfortable.	15 points	
Professionalism Courteous. Ability to remember names. Ability to take criticism. Poise. Sense of humor. Conversational.	10 points	
Post-Interview Thanked the committee. Left the virtual call promptly. Remained poised.	10 points	
Total Points	100 points	



State Officer Candidate Application Cover Sheet

Please fill in the forms online or print neatly.

School: _____

Chapter Advisor: _____

Student First and Last Name: _____

Student Home Address: _____

City: _____ State: _____ Zip Code: _____

Student Cell: _____ Student Email: _____

Student birthday: _____ Current Grade (2021-2022): 9 10 11

Parent/Guardian First and Last Name: _____

Cell Number: _____ Email: _____

Parent/Guardian First and Last Name: _____

Cell Number: _____ Email: _____

Candidate Commercial Link: _____

Office Seeking (*Select below*):

- State President
- North Vice President
- South Vice President
- Treasurer
- Secretary
- Reporter
- Historian
- Parliamentarian



State Officer Candidate Chapter Advisor Recommendation

State Officer Candidate: _____

School: _____

Office Seeking (*Select below*):

- State President
- North Vice President
- South Vice President
- Treasurer
- Secretary
- Reporter
- Historian
- Parliamentarian

Mentor is defined as a trusted counselor or guide, a tutor or coach. This definition aptly describes the role of a state officer's chapter advisor. From the moment a student considers running until their term of office ends, the chapter advisor is a key figure.

As the Chapter Advisor:

- I have counseled the student on the qualifications and duties of a state officer.
- I am willing to support this State Officer Candidate through the election process.
- I will take on the responsibility of reviewing and approving all campaign materials to ensure they are appropriate and suitable.
- I am willing to serve as tutor and coach during the state officer's term of office.
- I am willing to secure the endorsement and support of the candidate's parent(s)/ guardian(s), and school officials.

Your signature verifies that you have approved this State Officer Candidate to run for a South Dakota FBLA State Office; and if they are elected, you will support and assist them with their responsibilities through their term in office.

Chapter Advisor Signature

Date

Printed Chapter Advisor Name



State Officer Candidate Contract for All Parties

Becoming a SD FBLA State Officer requires a commitment by all concerned parties. To make that commitment, all parties must understand their responsibility to this leadership experience. For a State Officer Candidate to be eligible for office, all parties *must* sign this agreement. State Officer Candidates should understand that, if elected, attendance at all state officer meetings and activities is mandatory and that failure to attend any of these meetings may result in their removal from office, except for emergencies/unsafe traveling conditions. They should also understand that they may be removed from office if, in the opinion of the State Advisor and the Board of Directors, they fail to comply with state officer responsibilities/assignments or participate in activities that reflect negatively on South Dakota FBLA or the State Officer Team.

IF ELECTED, THE CANDIDATE AGREES TO: *Please initial next to each item below.*

- _____ 1. Perform to the best of their ability the duties of the elected office. (Review the State Officer Job Description section of this guide for a partial listing.)
- _____ 2. Maintain a 2.5 GPA or better (4.0 scale) during their term of office and be willing to provide supporting documentation when requested by the State Advisor.
- _____ 3. Fully participate in the development and execution of South Dakota Program of Work. All State Officers will be required to accept assignments for project work, chapter visitations, etc. State Officers are required to submit a written report of activities each month.
- _____ 4. 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 most of the Board of Directors or the State Advisor, I fail to fulfill my responsibilities and obligations of office, and/or I violate the South Dakota 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."
- _____ 5. Agree to authorize South Dakota and National FBLA to use my name and likeness (including photographs, video footage, silhouettes, and audio clips) in South Dakota FBLA and National FBLA publications, productions, social media, and websites for informational, promotional and other related purposes.

Please Note: Every effort is made to avoid scheduling conflicts. However, often the chosen dates conflict with other 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. If you are not willing to put FBLA activities ahead of local and personal activities (not including family and religious obligations), please do not apply to be a State Officer.



IF ELECTED, THE CANDIDATE AGREES TO: *Please initial next to each item below*

All State Officers must participate in **EVERY** activity scheduled by South Dakota FBLA Board of Directors or State Advisor. A tentative schedule of activities includes:

June 8-9, 2022	SD DOE CTSO Leadership Retreat - Mitchell, SD
June 29-July 2, 2022	National Leadership Conference – Chicago, IL
September 20, 2022	Officer Leadership Institute, Aberdeen, SD**
September 27, 2022	Officer Leadership Institute, Vermillion, SD**
November 7, 2022	Fall State Leadership Conference, Mitchell, SD
February 7-8, 2023	CTE Legislative Shadow Day – Pierre, SD
April 2-4, 2023	State Leadership Conference - Aberdeen, SD

ADDITIONAL EVENTS

- The State President also attends the SD FBLA Board of Directors meetings.
- All State Officers are required to attend monthly virtual team meetings.
- Other events and activities may be determined in the SD Program of Work.

STATE OFFICER EXPENSES

- Travel to and from all workshops, trainings, and conferences is the state officer's and chapter advisor's responsibility.
- Name badge, state officer pin, polo, blazers, skirt, and blouse will be provided for newly elected officers. It is the responsibility of the newly elected officer to purchase black shoes and khaki pants.
- Newly elected officers will receive a designated amount, found in the 2021-2022 budget, to attend the National Leadership Conference. The State Advisor will register new officers for the National Leadership Conference.
- State Officers may receive some compensation for attending the National Fall Leadership Conference. The amount will be in the 2022-2023 SD FBLA budget.
- I have read and understand the State Officer Code of Conduct and the Code of Conduct Disciplinary regulations.

Your signature verifies that if elected, you will abide by National and South Dakota FBLA Rules and Regulations, Code of Conduct and understand the Code of Conduct Disciplinary Regulations.

State Officer Candidate Signature

Date



Attention Advisors, Parents and School Officials:

The preceding South Dakota FBLA schedule of required events will result in the student missing over 15 school days plus additional days of weekend and vacation time. All expenses for required activities will be reimbursed as the budget permits by the state association. Non-required activities may be partially reimbursed upon approval of the State Advisor and the Board of Directors.

ADVISOR AND SCHOOL OFFICIALS AGREE TO: Advisor please initial next to each item.

_____ Recommend the student as one who can fully participate as a State Officer. There are no academic restrictions on participation in curricular activities that would prevent them from being able to fulfill their state officer duties

_____ Host SD FBLA activities at the request of State Advisor and/or Board of Directors.

_____ Ensure the candidate's attendance at all South Dakota FBLA activities. Please read the candidate agreement on previous page.

_____ Read the Candidate Contract, Code of Conduct and Code of Conduct Disciplinary Regulations and discuss its implications with the student.

_____ Actively support and advise the state officer during their term of office.

_____ Permit the State Officer to visit South Dakota schools and participate in FBLA chapter activities for conducting official SD FBLA State Officer business.

_____ Certify the State Officer Candidate has earned a GPA of 2.50 (4.0 base) or greater for the preceding semester prior to the election and that the State Officer maintains it during their term of office.

_____ I have read and understand the State Officer Code of Conduct and the Code of Conduct Disciplinary regulations.

Your signature verifies that if elected, you will support and assist the student with their responsibilities through their term in office.

Chapter Advisor Signature

Date

Printed Name

High School Principal Signature

Date

Printed Name



THE PARENT(S)/GUARDIAN(S) AGREE TO: Please initial next to each item below.

_____ Permit the State Officer Candidate to participate in all scheduled SD FBLA activities, state officer meetings, chapter visits, and other official duties. Please read the candidate agreement beginning on page 26.

_____ Encourage candidate to take advantage of the leadership experience.

_____ Agree to be responsible for providing/coordinating safe transportation of their State Officer to and from all state officer meetings, state conferences, and state sponsored events which their State Officer is required to attend. Required meetings, conferences, and events will be held in various locations throughout South Dakota, so significant travel will be required.

_____ Support the student fully in their pursuit of scholastic achievement.

_____ Parent(s)/Guardian(s) understand that it is possible for their student to be removed from state 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 South Dakota FBLA. Each student will receive a copy of the State Officer Handbook upon election to office and parent(s)/guardian(s) will be asked to sign a document(s) from the Handbook indicating that they have read and agree to abide by its provisions.

_____ Agree to authorize National and South Dakota FBLA to use the student's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, social media, and websites for informational, promotional, and other related purposes.

_____ If the student is elected, permit, and in the case of parent(s)/guardian(s), authorize the student to visit South Dakota schools and participate in South Dakota FBLA chapter activities for conducting official FBLA State Officer business.

_____ I may attend any scheduled South Dakota FBLA activities when I so desire.

_____ I have read and understand the State Officer Code of Conduct and the State Officer Code of Conduct Disciplinary Regulations.

Your signature verifies that if elected, you will support and assist the candidate with their responsibilities through their term in office.

Parent/Guardian Signature

Date



State Officer Candidate Code of Conduct

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 not only South Dakota State Officers, but by anyone associated with local, state, or national chapters who attend any FBLA conference or sponsored activity.

South Dakota State Officers shall:

1. Show respect for authority and act professionally not only during FBLA functions, but in all instances where the State Officer represents their school.
2. Not consume alcohol or use tobacco while involved in official or unofficial FBLA activities from the day the officer is elected until he or she installs a new state officer. This means 24 hours a day, 7 days a week and 365 days a year. This also means anywhere in the USA and on any international travels. The use of tobacco or alcohol is strictly forbidden and will result in termination of any position within the SD FBLA organization. A person(s) does not need to be convicted to be removed from office, but rather a determination made by school officials that such conduct occurred is enough.
3. To behave in a manner that conveys respect without an air of superiority.
4. State Officers will not be allowed to drive their own cars or motorbikes during FBLA activities without prior consent by parent(s)/guardian(s) and the State Advisor. Contact the State Advisor for the appropriate consent forms.
5. State officers involved with/in fighting may be suspended from their state office for up to 3 months. If the situation is severe, they may be removed from their state office.
6. State officers are reminded that distasteful and offensive language has no place in a group setting. Any infractions of this rule may result in suspension from their position for up to 3 months.
7. Using electronic devices is NOT ACCEPTABLE and they must be completely shut off during any FBLA activity, except in special circumstances. The use of cell phones and other electronic devices is permitted outside of FBLA activities. Infractions may result in suspension for up to 3 months.

Your signature verifies that if elected, you will abide by National and South Dakota FBLA Rules and Regulations, State Officer Candidate Code of Conduct and understand the State Officer Candidate Code of Conduct Disciplinary Regulations.

State Officer Candidate Signature

Date



State Officer Candidate Code of Conduct Disciplinary Regulations

State officers are required to conduct themselves with respect for themselves and others through their actions, their language, and their dress. Student behavior will reflect favorably on the individual, SD FBLA and their school. Students will show consideration for others and will create a learning atmosphere for all individuals involved. Students must recognize their individual responsibilities and obligations and discharge them in accordance with SD FBLA and local school regulations.

1. Consequences are designed to be fair, firm, and consistent for all state officers. The rules apply to all state officers in any building, property, vehicles or at events. The State Advisor, chapter advisor, and/or the Board of Directors have the right to enforce reasonable disciplinary action found to be warranted by the situation.
2. Because it is impossible to list every infraction that may occur, the State Advisor and Board of Directors reserve the right to respond to infractions not included in this guide or State Officer Handbook. Infractions are to be dealt with by chapter advisors, chaperones, and school administrators.
3. Progressive discipline may be used when possible, in conjunction with school policies. SD FBLA reserves the right and sole discretion as to its use, including whether progressive discipline will be used.
4. Actions which may be used by chapter advisors, State Advisor and Board of Directors to discipline students and/or encourage them to modify their behavior include but are not limited to student conference, parent or guardian notification, parent or guardian conference, fine, restitution, removal from state office, suspension of state office, exclusion from activities, or expulsion from FBLA events, and referral to law enforcement.
5. Due Process: State officers shall be afforded the rights of fair procedure or due process. This includes the right to (1) be informed of conduct which would result in disciplinary action; (2) notice of any rule violation; (3) explanation of the evidence supporting the charge; (4) an opportunity to present the student's side of the story; and (5) a penalty that is proportionate to the violation.
6. At any point if a school official, adult or law enforcement officer has evidence that a state officer has used alcohol, drugs or other illegal substances, the state officer will be dismissed, and the office left vacant. If the account or violation was "forgiven" by the school district or the justice system, the fact that the state officer was caught, convicted, or admitted to the violation, still warrants dismissal.

Your signature verifies that if elected, you will abide by National and South Dakota FBLA Rules and Regulations, State Officer Candidate Code of Conduct and understand the State Officer Candidate Code of Conduct Disciplinary Regulations.

State Officer Candidate Signature

Date



Appendix G: State Officer Candidate Campaign Expense Report

South Dakota FBLA State Officer Candidate Campaign Expense Report Income

Category	Amount
Personal Contributions	
Donors List each donor separately with the amount donated. Maximum of \$50 in donations.	
Total Income (maximum of \$100)	0

Expenses

Category	Amount
Materials (please list each individually)	
Giveaways (please list each individually)	
Miscellaneous (please list each individually)	
Total Expenses (maximum of \$100)	0

Total Income (minus)	0
Total Expenses	0
Campaign Balance	0

I, _____, certify this report to be accurate.
I understand that filing an erroneous report could lead to my disqualification.

State Officer Candidate Signature

Date