

RUNNING FOR FBLA STATE OFFICE

SLC 2025



STATE OFFICER HANDBOOK COLORADO FBLA'S WEBSITE

- www.coloradofbla.org

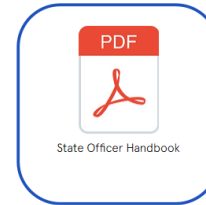
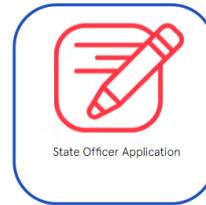
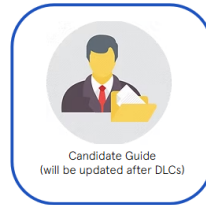
- Leadership

- High School State Officer Team

- Events

- State Conferences
- High School Division SLC
- Under FBLA Members
- Running for State Office
- OR in the Call to Conference

State Officer Candidate Information



Colorado Future Business Leaders of America

State Officer Handbook

2025-2026



(35 pages of all the things!)



QUALIFICATIONS

- Taken or enrolled in Colorado CTE approved business course
- 2.5 minimum GPA
- Have completed one year of high school and have one full year remaining
- Have held an s/elected office in local chapter, district chapter, or other CTSO
- Local adviser approval
- Have completed first two levels of BAAs
- Be able to attend ALL mandatory state officer meetings/trainings/events **in their entirety**
 - **Virtual meetings need reliable internet access**

STATE OFFICER DATES

- May 8 - State Officer Meeting (Denver)
- June 9-10 - CTSO State Officer Training (Denver)
- June 10-12 - FBLA State Officer Training (Denver)
- September 9 - FBLA State Officer Meeting (Denver)
- Sept-Oct (TBA) District Officer Training (Virtual)
- October (TBA) - FBLA Fall Leadership Conference (TBD)
- December 2 - FBLA State Officer Meeting (Denver)
- Jan/Feb - FBLA District Leadership Conferences (your DLC)
- March 3 - FBLA State Officer Meeting (Denver)
- March 4 – Middle School State Leadership Conference (Broomfield)
- April 2-4- FBLA State Leadership Conference (Denver/Aurora)
- Throughout Year – Committee Meetings (Virtual)
- August – April – Monthly Membership Meetings (Virtual)



Optional Events:
IFL, NLC, NFLC,
other CTE
events, etc.

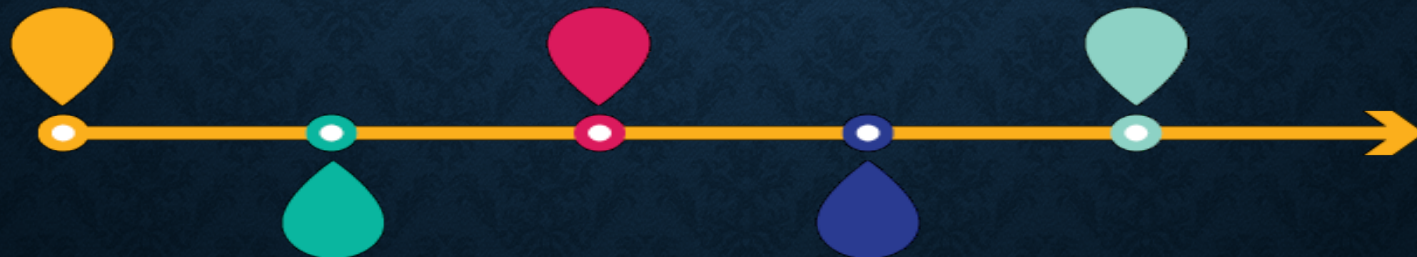
STATE OFFICER EXPECTATIONS

- Attend all state officer meetings/trainings **in their entirety (in person/virtual)**
 - Have reliable internet service for virtual
- Assist with communication to Colorado members/advisers
- Complete paperwork, officer reports & travel authorizations in a timely manner
- Work with team in planning State Activities – NLC, LOT, CFLC, DLC, SLC, MMM
- Complete tasks as assigned in the Program of Work
- Complete additional tasks assigned by state adviser and state officer team adviser
- Public relations and networking
- Set FBLA as a priority to other activities
- Meet periodically with local adviser for guidance/advice



CANDIDATE DEADLINES & TIMELINE FOR PRE-CONFERENCE

- **April 1** - Professionally written article of your FBLA story (your success, your leadership, your experience in business education) to [Colorado FBLA Today](#)
- **April 1** – Online Application and other application documents/2-minute video submitted
- **April 2**– Release Pre-Conference Simulation Activity
 - Pre-Conference Activity due April 11
- **Between April 2 – April 18**– Candidate virtual interview & Adviser virtual interview
- **April 2– April 18**– Adviser, Administrator, & Parent Feedback Form



CANDIDATE TIMELINE @ SLC

- **Monday, April 21 - @ SLC**

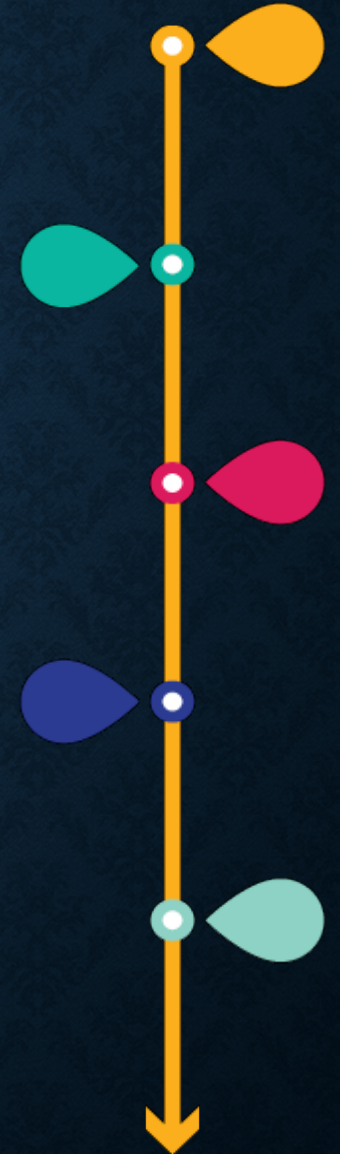
- Group networking and interviews with Selection Committee
- Production rehearsal observation

- **Tuesday, April 22 – @ SLC**

- Group networking and interviews with Selection Committee
- State Officer Knowledge Test

- **Wednesday, April 23- @ SLC**

- Practice with Production Company
- Installation at Opening



APPLICATION

- Personal information
- Social Media
- One-page resume
- Headshot picture (for social media)
- Offices held/Business Classes taken
- Adviser/Parent(Guardian)/Administrator Information
- Office Preferences
- Article of FBLA Story/Success submitted to CO FBLA Today (April 1 deadline)
- 2-Minute FBLA Video – YouTube Link
- BAA Certificates (Contributor & Leader)
- Candidate Agreement
- Policies/Procedures/Code of Conduct
- Photo Release
- Transcripts (can be unofficial)
- Letter of Rec. from Local Adviser



CANDIDATE PRE-CONFERENCE TASKS

- Simulated State Officer Project (Individual)
 - Assigned April 2 & due April 11
- Candidate virtual interview with Ms. Davies (April 2 – April 18)
- Candidate’s adviser virtual interview with Ms. Davies (April 2 – April 18)
- Review Officer Handbook, Colorado FBLA website, and FBLA website for the State Officer Knowledge Test (Test will take place at SLC)
- State Officer Candidate Networking Opportunities - hangouts after MMM
 - March 10



Application Materials	Pre-Conference Items	SLC Interviews	State Officer Test
25%	25%	40%	10%



SELECTION COMMITTEE PROCESS

- Reviewed by Selection Committee
 - Application
 - Resume
 - Colorado FBLA Today article
 - YouTube Video – 2-minute speech promoting FBLA (recorded)
 - Activities
 - Pre-Conf Simulated Officer Production Task (assigned April 2)
 - Candidate Interviews @ SLC
- Reviewed by Colorado FBLA Staff
 - Candidate’s local adviser virtual interview
 - Adviser, Administrator, Parent Feedback
 - Colorado State Officer Knowledge test (50 questions) @ SLC
 - Social Media Check

LOCAL ADVISER EXPECTATIONS

- Attend ALL State Officer Meetings
 - May – State Officer Meeting with Local Adviser (Denver)
 - September – State Officer Meeting with Local Adviser (Denver)
 - December – State Officer Meeting with Local Adviser (Denver)
 - March – State Officer Meeting with Local Adviser (Denver)
- Help organize transportation for other state officer events
- Meet periodically with your state officer to provide advice/guidance on their roles/responsibilities
 - Check in with their progress of tasks
- Review state officer materials for feedback
 - Reflection in Monthly Officer Report
- Assist with State Events – CFLC/SLC/DLC



Your time commitment will depend on the position of your state officer

For example, if you have a State Officer for the District, you will work with them and the Board Member to host District Leadership Conference

GOOD LUCK!



- **Great deal of hard work**
- **Brings opportunities for learning & growing**
- **Ability to network with others**
- **Rewards outweigh the workload**





FREQUENTLY ASKED QUESTIONS

- What do you cover in the 2-Minute Video?
- Any tips for applying?
- Besides DLC, what do the State Officers for the Districts do?
- What interview questions will be asked?
- Can a candidate still compete in the event they qualified for from districts?

QUESTIONS?

For more information,
email...

Molly Davis
Colorado FBLA State
Adviser

Tonya Davies
Colorado FBLA State
Officer Team Adviser

Any State Officer
(all on Colorado FBLA
website)

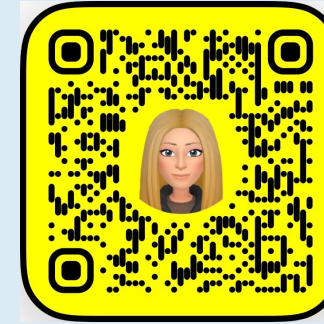
President – Yaelyn



VP Service – Shriya



VP Progress – Lauren



VP Education-Annabelle



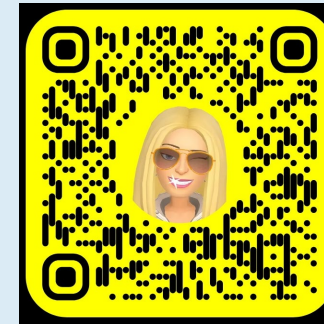
D2 SO - Tony



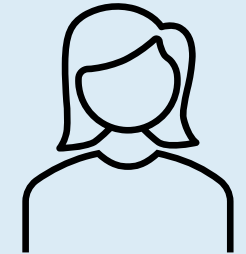
D3 SO - Lyndi



D4 SO - Addison



D5 SO - Vivian



D6 SO - Josephine



D10 SO - Isabella



D11 SO - Mahathi



D12 SO - Caleb

