

## Checklists:

### FBLA

- Completed Wufoo Application
- Appendix A: Student/Adviser/Parent Certification
- Appendix B: Code of Conduct
- Appendix C: State Officer Discipline Policy
- Appendix D: State Officer Social Media Agreement
- Appendix E: Photo Release
- Full Color Professional Headshot

### PBL

- Completed Wufoo Application
- Appendix B: Code of Conduct
- Appendix C: State Officer Discipline Policy
- Appendix D: State Officer Social Media Agreement
- Appendix E: Photo Release
- Appendix F: Student Certification
- Full Color Headshot

# Appendix B: Code of Conduct

## **IOWA FBLA-PBL 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-PBL.
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-PBL.
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-PBL.
7. State Officers shall treat all members equally.
8. State Officers participating in FBLA-PBL 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-PBL office.
10. State Officers shall refrain from endorsing any product, vendor, or sponsor or entering into financial obligations on behalf of Iowa FBLA-PBL 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-PBL.
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-PBL conference and/or activity and sent home at their own expense by their local chapter adviser in consultation, when appropriate, with the Iowa FBLA-PBL 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 Student is under 18 years of age)

\_\_\_\_\_  
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-PBL State & District Officers Code of Conduct" and the "State/District Officer Discipline Policy" were developed and approved by the Iowa FBLA-PBL board of directors. Iowa Officers are governed by both.

1. Any concerns affecting national 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.

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Student Signature

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Date

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Parent Signature (*If Student is under 18 years of age*)

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Date

# Appendix D: Social Media 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-PBL
- 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-PBL, my school, my family, and my community at all times, and will do so in a positive manner

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Student Signature

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Date

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Parent Signature *(If Student is under 18 years of age)*

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Date

# Appendix E: Iowa FBLA-PBL Photo Release Form

## **IOWA FBLA-PBL PHOTO RELEASE FORM**

I hereby consent to and authorize the use and reproduction by you, or anyone authorized by you, of any and all photographs/digital images/videotapes/recordings of (individual's) name

\_\_\_\_\_ on (date) \_\_\_\_\_ at all Iowa FBLA-PBL Activities, for use by Iowa FBLA-PBL, 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-PBL (to include usage of images on Iowa FBLA-PBL 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-PBL 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-PBL.

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (*If Student is under 18 years of age*)

\_\_\_\_\_  
Date

## Appendix E: Student Certification (PBL)

To become a state officer of Iowa-PBL 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:

- 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-PBL State Adviser, FBLA-PBL State Officer Coach or the Iowa FBLA-PBL Board of Directors.
- Purchase (if needed) pieces of the uniform that is not provided by Iowa FBLA-PBL.
- If you have to resign from your position anytime during your term, you will reimburse Iowa FBLA-PBL for any expenses to complete your state officer uniform.
- Attend required scheduled activities including:
- State Officer Leadership Training (must attend entire conference)
  - State Officer Meetings
  - State Officer Training
  - State Fall Leadership Conference
  - State Leadership Conference Prep Day
  - State Leadership Conference

**Please do not run for office if you are unable to completely fulfill any of the above requirements.  
All dates & locations for these events can be found in the State Officer Handbook.**

**The Adviser Agrees 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.

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Student Signature

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Date

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Adviser Signature

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Date