



**North Dakota State Officer and State Parliamentarian Application**  
 North Dakota State Board for Career and Technical Education

**DEADLINE:**

Postmark (not postage meter stamp)  
 no later than February 1, 2024

**MAIL COMPLETED MATERIALS TO:**

Jessica DeVaal  
 FBLA State Director  
 Career and Technical Education  
 600 East Boulevard Ave., Dept. 270  
 Bismarck, ND 58505-0610

Each local officer applicant and local chapter adviser must complete this form and mail it with all attachments to the state director.

**Application Attachments:**

1. A resume, no more than two pages, which includes your qualifications for office.
2. Website Permission Form
3. Head and shoulders picture. (digital, emailed to [jdevaal@nd.gov](mailto:jdevaal@nd.gov))
4. Brief article outlining your qualifications for office for publication on the North Dakota FBLA website. (emailed to [jdevaal@nd.gov](mailto:jdevaal@nd.gov))
5. A statement of priorities and objectives to be accomplished during the term of service.
6. A letter of recommendation from your local chapter adviser or an administrator at your school.

**APPLICATION MUST BE TYPED**

Office Sought	Should I be elected/appointed as a state officer, I am interested in running for a national office <input type="checkbox"/> Yes <input type="checkbox"/> No	Region <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV
Name	Birth Date	Age
Home Address	City/State/Zip	Home Phone
Mailing Address (if different from home address)		
Email Address	Grade Next Year <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
School Name	Mailing Address	
City/State/Zip	School Phone	School Fax
Adviser Name	Adviser's Email Address	Best time to call
FBLA or Other Offices Held		No. of Years as an FBLA Member

**Business Subjects Completed, or Enrolled in This Year:**

Subject	Year	Subject	Year	Subject	Year

Parent's/Guardian's Name	Mailing address
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**NORTH DAKOTA STATE OFFICER AND STATE PARLIAMENTARIAN APPLICATION**

**CERTIFICATION FOR STATE OFFICER APPLICANT**

The responsibility for sponsoring a North Dakota state officer applicant rests with the local chapter. Only local chapters that meet the criteria stated in the national and state bylaws are eligible to nominate candidates for state office. Materials must then be submitted to the state director postmarked by the designated date. Faxes will not be accepted.

The local chapter adviser and the applicant must be familiar with the general regulations that govern the nomination and election of state officers as presented in the bylaws and the State Officer Candidate Guidelines. FBLA advisers are reminded that the National Association of Secondary School Principals requires adult chaperones for student members attending NASSP-sponsored conferences. North Dakota FBLA requires compliance with this policy. In addition, FBLA state officers are not allowed to transport themselves to any meetings/conferences.

**CERTIFICATION BY APPLICANT AND APPLICANT'S PARENT/GUARDIAN.**

I AGREE TO ADHERE TO THE North Dakota FBLA Officer Candidate rules and regulations in running for the office indicated. To the best of my knowledge, the information presented in this application and its attachments is true. I also certify that I have read and agree to abide by the North Dakota Officer Code of Conduct, FBLA Dress Code, and the North Dakota FBLA Officer Candidate Guidelines.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the parent/guardian to \_\_\_\_\_, I agree to support their candidacy and, if elected, their term as a North Dakota FBLA state officer.

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION BY LOCAL CHAPTER ADVISER**

The credentials for \_\_\_\_\_ are attached. The applicant meets the qualifications for the office indicated. If elected, they will receive the support of the school, chapter, and adviser in the execution of the duties for this office.

Adviser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser's Home Address: \_\_\_\_\_

Adviser's Cell Phone #: \_\_\_\_\_ Adviser's Email: \_\_\_\_\_

**CERTIFICATION BY SCHOOL ADMINISTRATOR**

The school supports this candidacy and will ensure the candidate's attendance at all North Dakota chapter activities.

School Administrator's Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_



## North Dakota FBLA High School State Officer Candidate Website Permission

*The North Dakota FBLA website is one of the primary modes of communication for our students, instructors, and others. We believe that stories and information about the people and events around the state will improve our site. On the other hand, we understand the global nature of the Internet and concerns people have for privacy. In order for us to alleviate any potential misunderstandings, we require that this form be filled out, signed, and submitted to our agency by any individual to whom reference is made or whose pictures are posted. At no time will personal addresses or phone numbers be posted on the site or distributed in any other manner. If said person is a minor, a guardian signature is also required.*

The North Dakota Future Business Leaders of America is authorized to publish the following on their website (check all to which you agree):

- Name
- Email Address
- Photo

Print Name: \_\_\_\_\_

Office Sought: \_\_\_\_\_

School: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Guardian: \_\_\_\_\_  
(if the above individual is less than 18 years of age)

Date: \_\_\_\_\_

**Include with FBLA High School State Officer Candidate Materials**