Kansas FBLA State Officer Adviser Guide

- **Responsibilities**
  - Transportation—KS FBLA does not allow state officers to drive themselves to any required KS FBLA events/conferences
    - Mileage is not reimbursed for any conferences/meetings
    - If you drive more than 3 hours one-way to a required meeting and need to stay overnight before a meeting, KS FBLA will reimburse you for the hotel room up to two rooms.
    - A chaperone is required for all state officers. This does not always mean the local chapter adviser, i.e. parents, administrators, or other FBLA schools.
  - Communication—(for State Officers)
    - **email communications – from Connie, Dawn Rottinghaus
      - State officers need to response to emails from Connie and/or Dawn Rottinghaus, when questions are asked, or action needs to be taken on certain items.
    - Most communications – you must "copy" Connie Lindell & local adviser (s)
      - Welcome emails to chapters
      - District Conference materials
      - Potential chapter visits/recruitment
      - Monthly emails to chapters
    - Treasurer—
      - Chapter of the Month, Honorary Chapter winners need to be reported to Connie, one week after the monthly deadline on the 10
      - Service Member of the Month—same policy as above
      - Adviser of the State Treasurer assumes responsibility of the State Conference Registration Chair. Assembling registration packets for High School & Middle School chapters attending SLC.
    - Public Relations
      - Post Chapter of the Month & Honorary Chapters of the Month on social media, including our website
      - Post Service member of the Month (check spelling of school names with Connie, if questionable)
  - Attendance
    - State officers – required meetings/conferences—if a state officer is unable to attend a required meeting/conference, a written excuse letter must be emailed to state adviser, Connie Lindell, one week prior to absence.
  - Costs
    - KS FBLA will pay up to $150 for the state officer uniform. Anything beyond that $150 will be the responsibility of the officer or chapter.
    - Ascots & Neckties will be provided by KS FBLA. If you wish to keep the Ascot or Necktie after your term is over, the cost is $40.
    - State Leadership Conference – registration only for state officers. Advisers are free if they volunteer to be an event helper or administrator.
    - Summer Leadership Seminar – registration only for state officers and adviser
      - Hotel room expenses are not covered by KS FBLA; unless the distance is more than 3 hours one way—then refer to the bullet item under transportation.

- No materials for workshops will be reimbursed by KS FBLA. Expenses incurred by the Parliamentarian & Executive Vice President will be reimbursed with prior permission from State Adviser.

- **Accountability for state officer/duties**
  - The adviser will oversee the duties of their state officer(s).
  - Follow up on the monthly state officer duty sheet – to make sure that your officer has completed their duties
  - Entire SLS workshop must be ready to present at the CTSO State Officer Training in June (first Monday & Tuesday of June)
  - Proofread ANY communication before state officers POST or Send or attach materials/documents to social media or to other chapters.