**Kansas FBLA**

**Active Membership Advisory Council**

**Application Form--2023-2024**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Street Address, City, State, Zip

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Personal Information:**

Grade in School (Freshman, Sophomore, Junior, Senior):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Street (Mailing) Address, City, State, ZIP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **FBLA Information**

Adviser(s) Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Adviser’s Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Adviser’s Cell Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date that the “CONTRIBUTOR LEVEL of the BAA” was completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please list any local, district, regional, and/or state FBLA offices you have held or currently hold with number of years:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List business/business related courses taken or currently enrolled in:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This **application form** along with your **essay, signed letter from adviser, signed code of conduct, and resume** should be **postmarked** or **emailed** by ***September 30, 2023* to:**

**Ms. Connie Lindell, State Adviser**

**Kansas FBLA**

**3920 Sophora Street**

**Lawrence, KS 66049**

**conniefbla@gmail.com 785-760-1038**

AMAC Committee applicants and their adviser will be notified by email if they were chosen or not.

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**Application Essay**

To apply to be a member of the Kansas FBLA Active Membership Advisory Council, you **must** have:

✓ **Application essay**

✓ **Completed application form**

✓ **BAA Certificate (or date of completion)**

✓ **Signed code of conduct**

✓ **A copy of your resume**

postmarked or **emailed** by **September 30, 2023** to:

Ms. Connie Lindell, State Adviser

Kansas FBLA

3920 Sophora Street

Lawrence, KS 66049

conniefbla@gmail.com

In your essay, you need to address the following information:

● Reason for applying to be a member of the Active Membership Advisory Council ● Why you would be an excellent council member

● What you have done to benefit FBLA at the local level

● What other activities you are involved in, including leadership roles, in your community YOUR ESSAY SHOULD **NOT** EXCEED **500** WORDS

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***Kansas FBLA Active Membership Advisory Council (AMAC)***

● **Duties**

o Assist with District Vice President voting at their respective District Conference. (Depending on the number of council members chosen, council members could be assigned to attend more than one district conference to assist and conduct the voting for District Vice President candidates)

o Help to obtain corporate sponsors and report the potential sponsorships to the Executive Vice President

o Attend meetings with the State President and Executive Vice President through Zoom or other social media methods; the State President will be in charge of setting the meeting date and times, as well as preparing the agenda

o Create a list of possible activities chapters could do for American Enterprise Day o Create a list of possible activities to do during Prematurity Awareness Month/Day, and possible March of Dimes fundraisers for chapters

o Create a list of possible FBLA-PBL activities to do during FBLA week to give to chapters across the state

o Promote FBLA throughout the state of Kansas by giving the Public Relations officer ideas for social media, letters to schools that do not have a chapter, etc.

● **Qualifications \***

o Must be a current paid member of FBLA

o Can NOT be a current state officer

o CONTRIBUTOR Level of the BAA is required.

o If applicant does not currently have the listed level completed of the BAAs, the applicant must have a signed letter/paragraph from local chapter adviser stating why the applicant would be an excellent member for the AMAC in the application packet that is submitted by the deadline.

● **Recognition**

o Will be recognized at the Kansas FBLA meeting during the Fall Leadership Conference (attendance is recommended) and at the State Leadership Conference

o Names in the SLC program and on the state website

There will be a maximum of 10 members (could be less, depending on the number of applicants), including the State President, on the Kansas FBLA Active Membership Advisory Council. No more than **TWO** members from the same chapter may apply. The State Adviser will review the applications and give her recommendations to the State President and Executive Vice President. The State Adviser will notify all applicants if they were accepted to the Council or not.

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**COMMITMENT TO RESPONSIBILITIES**

While representing FBLA. . .

1. I shall behave in a courteous and respectful manner, according to the national and state FBLA-PBL guidelines, refraining from language and actions that might bring discredit upon the FBLA-PBL association.

2. I shall abide by the prescribed association dress code.

3. I shall be willing to take and follow instructions as directed by those responsible and meet all deadlines set for me. 4. I shall treat **all** members equally.

5. When participating in FBLA-PBL assignments, I shall not damage or deface property. I will pay for any damages caused by me to any property or furnishings in hotel rooms, private accommodations and/or buildings.

6. I shall communicate any circumstances which prevent me from carrying out predetermined assignments to appropriate personnel or when personnel cannot be contacted to the President.

7. I shall avoid places and actions that in any way could raise questions as to moral character or conduct.

8. I shall **not** be in possession of or consume controlled substances.

9. I shall **not** violate any state or federal laws.

10. I shall **not** misrepresent myself or FBLA on any social media sites.

A violation of items 8-10 will result in immediate suspension by the State Adviser followed by a hearing in front of the State Board within 10 days. The State Executive Board may take action up to and including expulsion from the Active Membership Advisory Council. Due process, as it is outlined in section 750, of the Kansas FBLA Policies, shall be followed. While under suspension, the accused will be unable to participate in any FBLA activities or Council meetings.

| **Code of Conduct Form** |
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| (This form will be completed by **all** members applying for a KS-FBLA Active Membership Advisory Council position)  As an Active Membership Advisory Council Member of **Kansas FBLA**, I agree that I will abide by the prescribed **Code of Conduct**, and I accept **all** the **responsibilities** associated with my office.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of student) (Date)  If elected/selected to the AMAC in **Kansas FBLA**, the above mentioned student will receive the **full support and endorsement of the high school**, local FBLA chapter, parents/guardians, and local adviser(s) in the execution of the duties of this office and commitment to the **Kansas FBLA Code of Conduct.**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature of local **FBLA Adviser**) (Date)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of **Parent/Guardian**) (Date)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of **High School Administrator and Title**) (Date)  **Please return this signed form with the other AMAC materials toState Adviser, Connie Lindell.** |
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**Please return this page ONLY of the ‘Code of Conduct’ form—with official signatures and signed letter from adviser by the Active Membership Advisory Council Application due date.**

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