Kansas FBLA

KANSAS FUTURE BUSINESS LEADERS OF AMERICA
2027-2028 STATE OFFICER APPLICATION

Each candidate for FBLA State Office and his/her chapter adviser must complete this form and submit it to the State Adviser. Additional sheets may be used as necessary for multiple candidates from a chapter.

Name		Office Sought	
School		FBLA District #	
School Address		Telephone No.	( )-
Home Address		Cell Phone No.	( )-
		Email Address	

Birthday	Contributor Level of BAAs completed:	Date/Year

Adviser Name		Adviser Email Address	
Adviser Cell #			

Class currently enrolled in—are you a..	Freshman	Sophomore	Junior	

Class standing as of December 2026	Upper Third	Middle Third	Lower Third

Business and Information Technology subjects completed or enrolled in currently (give grade for each subject completed or average for those subjects in which currently enrolled):

Class	Grade	Class	Grade

FBLA Activities (include number of years in FBLA, offices held, committee work, events participated in, projects, etc.):

School and Community Activities :

Work experience (list employer, position, and length of service):		
Employer	Position	Length of Service

Proposed plans for term in office:

CERTIFICATION BY *LOCAL* CHAPTER

The credentials for _____are attached. To the best of our knowledge, he/she meets the qualifications specified in the current edition of the Kansas FBLA State By-Laws & Policies for the *office* of State_____. If elected, he/she will receive enthusiastic support of the school, the principal/administration, the local chapter, adviser and the parents in the execution of the duties of this office. State Officers under the age of 18 are not permitted to drive themselves to KS FBLA required meetings or conferences. An adult must transport the officer to and from the meetings/conferences. The state adviser will be communicating with state officers through Gmail and text messages throughout their year of service. The school must provide a way for state officers to be able to access their state officer Gmail account during school hours and on school assigned devices.

Local Chapter President's Signature	
Adviser's Signature	
Principal's Signature	

CERTIFICATION BY PARENT/GUARDIAN

If my son/daughter is elected, I understand that he/she will be required to attend the 2027 Summer Leadership Training for CTSO state officers on June 7 & 8, 2027. He/She will be expected to attend all other meetings required by Kansas Future Business Leaders of America, as stated in the information memo with the application materials.

Parent's or Guardian's Signature	

CERTIFICATION BY OFFICER CANDIDATE

I, , (first/last name of candidate) agree to adhere to the state officer candidate rules and regulations; and, if elected, I will fulfill the duties and responsibilities of the office as stated in the FBLA State By-Laws and Policies.

Officer Candidate's Signature	

CERTIFICATION BY STATE ADVISER

Date Received:	Materials included or missing: ✓ photo of candidate ✓ Letter of Application ✓ Resume ✓ Application Form correctly signed by all parties

Kansas Future Business Leaders of America

Connie Lindell, State Adviser

• 3920 Sophora Street •
Lawrence, KS 66049-7815
• (785) 760-1038 •
conniefbla@gmail.com

November 2026

SUBJECT: **2027-2028 KS-FBLA State Officer Application information**

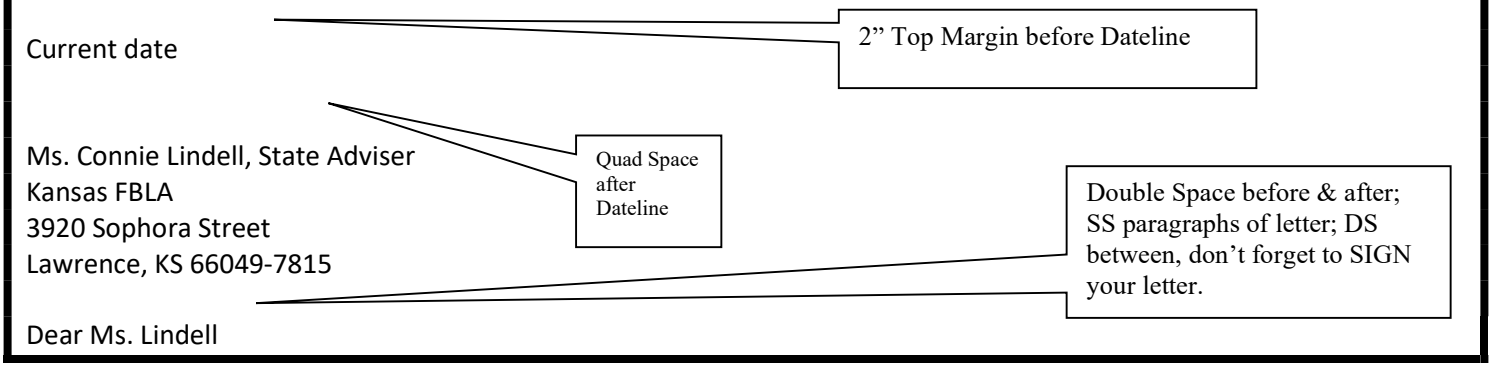
To apply for a Kansas FBLA State Officer position, you must complete and **EMAIL** the following items by or before **December 15, 2026**:

1) **letter of application** (refer to the box below for address and how to 'address' the letter)
2) **resumé** with objective line (limit to two pages)
3) **application form**, that includes signatures from candidate, adviser, parent, administration. Application form must be filled out via keyboard **NOT** handwritten.
4) **picture** of candidate(s) in business attire. A head & shoulders picture will work.

Parliamentarian candidates *only* need to complete the application form

SCAN The above items and attach to an email by or before:
Tuesday, December 15, 2026

The **Letter of Application** must be addressed to:



When applying for an office, a candidate (for ALL offices, even District VP) **MUST** have completed the 'Contributor' Level of the Business Achievement Awards (BAAs) before December 15. A list of officer duties & responsibilities was included in the email; plus, posted on the KS FBLA website. A candidate may want to check their calendar to see if you are available to attend the following (**required**) events in **2027-2028**:

- State Officer Interview **Saturday, January 9, 2027**, Santa Fe Trail High School, Carbondale, KS * **Required attendance for candidate & adviser!** Depending on weather.
- 2027 District Conference—required attendance, especially if you are a District VP candidate
- 2027 State Leadership Conference **March 30-April 1**, **2027**, Topeka *
- State Board meeting**, April 23-24**, **2027,** TBA *
- CTSO State Officer Training, **June 7-8, 2027,** Topeka *
- **June 23-June 26, 2027**—National Leadership Conference, Coumbus, OH *
- Summer Leadership Seminar (SLS)-**July 20, 2027,** Lawrence *
- State Board Meeting, **September 18, 2027**, TBA -*
- NFLC--Conference—Location TBA November 5-6, or 12-13, 2027
- State Officer Interview, Saturday, January 8, 2028 (TBA) *

***required attendance**

Please contact me: conniefbla@gmail.com (785) 760-1038, if you have any questions.

Duties of the Kansas FBLA State Executive Board Members

President

A. serve as Adviser of the State Executive
B. preside over the State Executive Board meetings and State Leadership Conference sessions
C. appoint the Parliamentarian;
D. appoint appropriate committees and committee chairmen;
E. serve as an ex-officio, non-voting member of all committees;
F. establish State Executive Board meeting agendas in cooperation with the State Adviser;
G. email a tentative agenda to the state Adviser at least two weeks prior to the meeting, and then after it has been edited and approved by the State Adviser, send it to the State Executive Board their advisers immediately;
H. communicate with the National Central Region Vice President on a regular basis;
I. be responsible for overseeing the progress of the Chapter Mentoring Program, if adopted by the current state officer board;
J. perform other duties for the promotion and development of local, state and national FBLA;
K. prepare a tentative Program of Work prior to the Spring Executive Board meeting; and
L. carry out duties and programs set forth in the Program of Work.

Executive Vice President (No candidate shall apply for the office of Executive Vice President. After the President is elected at the State Leadership Conference, all remaining candidates for President shall automatically become candidates for Executive Vice President.)

A. assist the President in the promotion and development of FBLA in Kansas;
B. assume the duties of the President in his/her absence;
C. automatically become the President should the office become vacant;
D. share with the State Parliamentarian (if one meets the requirements) OR the State Treasurer (if the State Parliamentarian position is unfilled) all responsibility for planning and conducting the Summer Leadership Seminar
E. shall take the lead on all Alzheimer's Association activities for Kansas FBLA;
F. Work with District Vice Presidents to review and revise district boundaries by the September Board meeting of every odd year;
G. update district/chapter map annually;
H. send out information to all local chapters about the upcoming selection of the Active Membership Advisory Council each year, appoint the council members with the directions of the State Adviser and State President, and keep in contact with all council members about their general duties and responsibilities as outlined when applying, i.e. Voting procedures for District Vice Presidents, obtaining corporate sponsorships, etc.

Secretary

A. keep an accurate record of all sessions of the State Leadership Conference and meetings of the State Executive Board;
B. Email a copy of the minutes and substantiating reports to the State Adviser within two weeks of the completed meeting for proofreading;
C. email the State Executive Board the finalized minutes within one month of the completed meeting;
D. reserve seating for voting delegates at the Business session of the State Leadership Conference;
E. take the roll call of the chapter voting delegates before each voting session during the Business Session of the State Leadership Conference;
F. scan and digitally organize the previous Secretary's minutes and agendas by the January meeting.

Treasurer

A. give a presentation of annual financial reports at the State Leadership Conference;
B. prepare a name tag database and state registration packets for the state conference;
C. collect all Chapter of the Month applications on the tenth of each month, consult the Chapter of the Month Committee, and decide the winning chapter. Then send an electronic certificate to all the Honorary Chapters of the Month along with an official certificate on cardstock to the Chapter of the Month winner;
D. oversee the Member of the Month submissions on the tenth of each month and keep a written record of all schools who have submitted members in order to distribute the correct number of Member of the Month ribbons at the State Leadership Conference;
E. the newly elected Treasurer and their adviser will communicate with previous treasurer to secure the materials for treasurer by the time of the first Board meeting.
F. scan and digitally organize the previous Treasurer's Financial Reports by the January meeting;
G. share with the State Executive Vice President, if a State Parliamentarian is not appointed, all responsibility for planning and conducting the Summer Leadership Seminar.

Public Relations

A. stay in continuous contact with the Kansas FBLA Collegiate President and State Adviser about the Quality Member Award (if applicable);
B. be responsible for taking pictures at all Kansas FBLA events;
C. use the official Kansas FBLA Facebook, Instagram, and any other social media sites that Kansas FBLA utilizes to keep in contact with members;
D. assist State Executive Board officers on communicating with media outlets (TV, Radio, etc.) to advertise state FBLA events;
E. 2027 and beyond – maintain and update the Kansas FBLA website as needed to stay current with up-to-date information by understanding the basic operations (not the design) of the WIX software program;
F. be responsible for the transportation and maintenance of the Kansas Sunflowers to all national conferences;
G. and assist the other officers of the State Executive Board.

Parliamentarian (interested members must **only** complete the officer application form and score highest on the state parliamentary procedures test)

A. obtain a 70% or higher score on the Parliamentary Procedures test at the State Leadership Conference in order to qualify for this position;
B. see that all meetings are conducted according to correct parliamentary procedures;
C. advise the president and others on questions regarding parliamentary procedures;
D. oversee and facilitate all amendments to the Bylaws and Policies; and,
E. share, with the Executive Vice President, all responsibilities for planning and conducting the Summer Leadership Seminar. If no Parliamentarian qualifies, these responsibilities will be shared with the Treasurer.

If a member of Kansas FBLA would like to be considered for the position of Parliamentarian, they must complete the current state officer application form by or before the December 15 deadline and have at least one year remaining before graduation from a secondary high school. At the state conference, a parliamentarian candidate must take the Parliamentary Procedures objective test and score 70% or higher to be considered as the new state Parliamentarian. A parliamentarian candidate does not need to be a member of a chapter team to be considered for this office.

District Vice Presidents

A. assist the President and Executive Vice Presidents in the promotion and development of FBLA in their district;
B. promote membership in their district;
C. make efforts to reactivate inactive chapters and charter new high school and middle school chapters in their districts;
D. host the district conferences at their school or arrange for them to be hosted at another site;
E. maintain communication among schools within their district (Example: emails, phone calls, personal visits, social media, websites, etc.);
F. report their activities to the State Executive Board;
G. review district boundaries with district chapters every odd year (starting with the 2018-2019) to determine if changes in the boundaries should occur for the next two-year cycle; and
H. help the Executive Vice President update the chapter map annually by providing them with a list of new chapters as well as chapters that need to be removed by the September Board meeting

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.