

FORM A

Directions: Members applying for state office must complete and forward this application to their Adviser for approval and certification. The Adviser will then forward the approved application to the Texas PBL State Chairman. **All applications must be received no later than November 30, 2016 at 5:00 p.m. (CST). Scanned copies can be sent to the following e-mail address: [texaspblchair@gmail.com](mailto:texaspblchair@gmail.com).** Incomplete applications or false answers or statements or signatures will not be accepted and candidates will be disqualified.

You can also mail the completed application to address below:

State Officer Application  
Therese H. Palacios  
Texas PBL Chairman  
PO BOX 831085  
San Antonio, Texas 78283

Draft copies of the candidate's campaign brochure/fact sheet, campaign speech, and financial statement must be received at the annual Texas PBL State Leadership Conference during officer screening. Candidates not submitting these materials by this date will be disqualified. **In the case of appointed officer(s) after the State Leadership Conference, this rule will be waived.**

**APPLICANT SUMMARY & CHECKLIST**

Applicant Name \_\_\_\_\_ Chapter \_\_\_\_\_

Office Seeking: \_\_\_\_\_ VP of Advancement

**Completed State Officer Application Forms including:**

- Form A—Applicant Summary
- Form B—Applicant and Adviser Fact Sheet
- Form C—Applicant Autobiography (signed by applicant)
- Form D— Commitment Statement (signed by applicant, adviser, college/university administrator)
- Form E— Certification
- I have one academic year in order to serve during the fall and spring semesters.
- I have experience in the office that I am seeking whether at the President or Vice President level
- I have made a scanned or photocopy of all application materials for my records.
- When mailed, all application materials have been submitted in a single manila file folder clearly labeled with my name, chapter name, and office that I am seeking.
- My officer application has been sent to the State Chairman by the submission deadline.

**In addition, the following must be attached behind the application:**

- Letter of recommendation from your local chapter adviser

**I. Office Sought**

Vice President of Advancement

**II. Applicant Information**

Name \_\_\_\_\_

PBL Chapter \_\_\_\_\_

College/University Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Summer Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

College/University Class for next school year: \_\_\_ Sophomore \_\_\_ Junior \_\_\_ Senior \_\_\_ Other

GPA \_\_\_\_\_

**Adviser Information**

Name(s) \_\_\_\_\_

\_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Texas Phi Beta Lambda State Officer Application

Applicant Autobiography

FORM C

Name \_\_\_\_\_

Nickname \_\_\_\_\_

Birthday \_\_\_\_\_

Favorite Holiday \_\_\_\_\_

Number of Years in FBLA \_\_\_\_ PBL \_\_\_\_

Blazer/Jacket size: (Reqd.) \_\_\_\_\_

*(Attach a separate sheet if necessary—this form may be recreated on your computer.)*

**PBL** or FBLA Offices Held & Term of Office:

Submit a list of classes you will be taking next year:

What have you done as a PBL member? (list all conference awards, CMAP awards, school service):

What would you bring to the State Action Team:

What other extra-curricular obligations will you have next year?

Leadership Positions Held (outside of PBL/FBLA):

Serving as an officer is a major commitment of time, energy, and resources. Describe the arrangements you will make to ensure you can dedicate adequate levels of each if elected (e.g. are rides a problem for you?):

**CANDIDATE ESSAY**

1. What would your priorities or goals be as a Texas State Officer?

---

*(Attach a separate sheet if necessary—this form may be recreated on your computer.)*

2. What ideas do you have to increase membership recruitment and retention for FBLA-PBL chapters?

---

*(Attach a separate sheet if necessary—this form may be recreated on your computer.)*

Texas Phi Beta Lambda State Officer Application

Commitment Statements

FORM D

Directions: Serving as a successful Texas Phi Beta Lambda state officer is a unique commitment that requires a strong partnership between the officer, the adviser, and state chairman. This form is to be completed and signed by each party and returned in the completed state officer file folder.

### State Officer Applicant

If elected to serve PBL as a member of the Texas State Officer Team I agree to:

Place an "x" in each box and sign

- Remain committed to my education and family obligations
- Make PBL state service my top priority after my education and family responsibilities
- Attend the State Officer Training Retreat (when available)
- Cooperate with my college/university, adviser, local chapter, and state chapter throughout the year
- Attend all required meetings, activities, and events
- Perform all assigned officer responsibilities
- Keep my college/university administration, local adviser, and State Chairman informed of all activities
- Maintain the highest degree of personal honor, integrity, and ethics

Signature \_\_\_\_\_

### Chapter Adviser

If \_\_\_\_\_ is elected to state office, I agree to:

Place an "x" in each box and sign

- Support this officer
- Ensure that all college/university policies regarding travel and absences are communicated to the State Chairman and that they are followed
- Ensure that school officials are appropriately informed of officer activities
- Assist the officer in making appropriate travel arrangements
- Monitor the officer's academic program and communicate potential challenges to the State Chairman
- Assist the officer with the successful performance of his/her duties and responsibilities
- Communicate with the State Chairman regarding any officer performance issues

Signature \_\_\_\_\_

Texas Phi Beta Lambda State Officer Application

Certification

FORM E

Directions: The responsibility for sponsoring a state officer applicant rests with the local chapter of Texas PBL. Only local chapters in good standing that meet the criteria stated in the state bylaws are eligible to nominate candidates for state office. Upon approval of the local chapter, the applicant must forward this form to the State Chairman for certification. The form, along with the required supporting materials, must then be submitted to the Texas Phi Beta Lambda State Chairman by the specified date. **Faxed applications will not be accepted.** When the paperwork has been reviewed and approved, the candidate will be interviewed either by telephone or by an online conference.

**Certification by State Officer Applicant**

*I agree to adhere to the State Office Candidate rules and regulations outlined in the Texas Phi Beta Lambda campaign guidelines. The information presented in this application is true and my own work.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Certification by Local Chapter President (required)**

*To the best of our knowledge, \_\_\_\_\_ meets the qualifications for the office sought. We endorse and support his/her application and will support him/her in the execution of the duties required of a state officer.*

Local PBL Chapter President Signature \_\_\_\_\_ Date \_\_\_\_\_

**Certification by Local Chapter Adviser (required)**

*The credentials for \_\_\_\_\_ are included in this application. The applicant meets the qualifications for the office indicated. If elected, he/she will receive the full support of the college/university, chapter, and adviser in the execution of the duties of this office.*

Adviser Signature \_\_\_\_\_ Date \_\_\_\_\_

**All applications must be received no later than November 30, 2016 at 5:00 p.m. (CST). Scanned copies can be sent to the following e-mail address: [texaspblchair@gmail.com](mailto:texaspblchair@gmail.com). Incomplete applications or false answers or statements or signatures will not be accepted and candidate will be disqualified.**

***State Officer Application Page 6 of 6***