



FLORIDA  
**BUSINESS  
PROFESSIONALS**  
*of* AMERICA

**Giving Purpose to Potential**

**Florida Association  
State Officer Election Handbook  
2022 – 2023**

## A Letter to the Student

We are pleased that you are considering becoming a State Officer Candidate. Being an officer requires leadership skills, maturity, commitment, and a powerful desire to further the goals of our organization. We hope you are up to the task!

Even if you have previously gone through this process in the past please read carefully through this handbook and **follow all directions** as many things may have changed, been updated, or been added this year.

This handbook provides all the pertinent information concerning eligibility, campaigning, and election procedures which govern the State Officer election process. **Failure to follow all directions or submission guidelines will result in a disqualification.** We strongly recommend that you review the necessary guidelines with your chapter advisor and your parents. We want all parties involved to be well informed about the process in which you will be participating, and the expectations you will be held to.

In the pages following you will find the election/campaign procedure and several forms that you will need to fill out with your personal information and have signed by your parents, advisor and school administrator. If you are elected, this information will be handed over to the State Officer Coordinator.

If you have any questions or concerns, please contact the State Advisor, Devin Alexander, at [dalexander@flbpa.org](mailto:dalexander@flbpa.org).

We assure you that the newly elected State Officer Team will have a year filled with challenging work, personal growth and lots of fun. If you choose to run, we know it will be an experience you will never forget.

Good luck!

The Officer Elections Committee

## **General Information**

Six State Officers are elected by the membership of the Business Professionals of America, Florida Association. The offices available for the are President, Vice President, Secretary, Treasurer, Historian, and Parliamentarian and are available to both Secondary and Post-secondary members serving on a single team.

Each local advisor may nominate up to three (3) students as a candidate for the Regional, State and National levels.

Students may run for Regional, State, and National Officer Candidate positions in the same year, but may only hold one office, the first of which they are elected.

The Florida BPA Board of Directors and the Officer Elections Committee oversees the election of new officers. The committee grades and reviews candidate packets, listens to speeches, evaluates transcripts, facilitates the campaign rally, and conducts interviews. A cumulative score of the packet is kept and the officers are ranked according to their preferences.

## **State Officer Responsibilities**

- Attend all events listed for State Officers on the Officer Calendar. If the officer fails to attend the required events, they will be removed from office and may be held responsible for reimbursing Business Professionals of America, Florida Association for expenses incurred on their behalf.
- Conduct officer-training sessions at the Fall and State Leadership Conferences. The officer, with assistance from the State Officer Coordinator, will prepare the activities and materials for officer training sessions.
- Serve as host/hostess of the State Leadership Conference. Duties will include State Leadership Conference pre-planning and conducting the Opening and Award sessions with the State Officer Team.
- Maintain a 2.5 grade point average on a 4.0 scale throughout the entirety of their term
- Perform all other assignments as designated by the State Officer Coordinator
- Perform all duties, responsibilities and obligations as outlined in this State Officer Election Handbook.

## **Candidate Procedures**

### ***Application Qualifications***

- Must be at least a sophomore in high school or a Post-secondary student and intending to remain enrolled in a Florida school throughout the entirety of their term.
- Have a minimum of a 2.5 grade point average on a 4.0 scale.
- Be an active BPA State and National member in good standing by January 13, 2023.
- A registered attendee of the 2023 State Leadership Conference
- Ability to abide by all rules and regulations as set forth by the State Officer Election Handbook, Business Professionals of America, and Business Professionals of America – Florida Association.

## ***Application Process***

State Officer Candidates do not and may not declare a specific office that they are seeking; they will rank their preference of office when filling out their State Officer Nomination Form. Candidates will campaign for the honor and opportunity to serve the Business Professionals of America, Florida Association, not an office. Any mention of a specific office during the election process to any member, advisor, or other BPA related individual is grounds for disqualification.

A slate of six (6) State Officers will be named by completing the required election components accurately and by adding the plurality vote at a set percentage, as stated below. The components of the election process will be completed leading up to and during SLC.

Candidates are allowed one campaign manager to assist in Section 2, as the candidate requires. The Campaign Manager must meet all the same application qualifications as candidates, with the exception of the grade level requirement. Campaign managers will be the only other individual permitted to campaign on behalf of the candidate and may attend most election related activities including the speeches, business rally, and caucus; however may not attend the candidate interview. Campaign managers may briefly introduce a candidate but the time used will count towards the total permitted time granted to each candidate. Campaign managers are ineligible to serve as voting delegates. Additionally, current National Officers and current State Officers are ineligible to serve as voting delegates, campaign managers, or in any way supporting or assisting in a candidate's campaign, publicly or privately, even if from the same chapter as the candidate. Candidates are not required to have a campaign manager.

## *Packet Submission*

All State Officer Candidates will be expected to submit the Officer Election Packet by **February 1, 2023 at 11:59 p.m. EST** via email to [dalexander@flbpa.org](mailto:dalexander@flbpa.org) by the above date.

The Officer Election Packet must include the following items that must be typed:

- **State Officer Candidate Information Form** – This form will provide the State Officer Coordinator with very important contact information that will be needed if the candidate is elected
- **State Officer Candidate Nomination Form** – Candidates will use this form to rank their preference of office
- **Chapter Advisor and Officer Candidate Agreement** – The candidate must agree to abide by all terms of this commitment. Please refer to other scheduled conflicts before running for office (i.e. football, band, theatre, work, sports, etc.)
- **Officer Calendar** – Must have all required signatures
- **Officer Social Media Policy** – Must have all required signatures
- **Officer Code of Ethics** – Must have all required signatures
- **Media Release Form** – This form will give our webmaster the permission to upload your picture to our website as soon as the new State Officers are elected. It must have all required signatures.
- **Unofficial High School Transcript** – Please scan or mail a copy of your unofficial transcript. If mailing address is needed, contact the State Officer Coordinator at [dalexander@flbpa.org](mailto:dalexander@flbpa.org)
- **Candidate Cover Letter** – This letter must be addressed to “Officer Elections Committee.” In this letter, you will have the opportunity to explain your reason(s) for running for office and your qualifications. Must follow Style and Reference Manual guidelines.
- **Résumé** – Must be typed.
- **Letter of Recommendation: Advisor** – Must be from and signed by the candidate’s BPA advisor.
- **Letter of Recommendation: Other** – Must be from and signed by another individual within the candidate’s life that can personally attest to leadership potential and experience. Potential examples include a teacher, principal, coach, etc. Other students and family members are prohibited.
- **100 Word Statement** – This statement should explain what goals/ideas/abilities you as the candidate will bring to Business Professionals of America, Florida Association, if elected. Will be published online for members and delegates to see.
- **Social Media Questions** – Six (6) 50-word questions that will be published online for members and delegates to see.
- **Digital Photo of Candidate** – Picture should be saved in a .JPG format, for media purposes. Please attach .JPG separate from officer packet documents. Keep in mind that this picture will be displayed online with the candidate’s information. A very small picture could become blurry and pixilated when stretched.

Candidates that wish to submit physical application packets or if a candidate’s school will only release transcripts via mail, items may be mailed via USPS by the application deadline to:

Mr. Devin Alexander  
15358 Callista Lane  
Dade City, FL 33523

***Please Note:*** If the writer of a letter of recommendation wishes to send it separately, they may send it via email to [dalexander@flbpa.org](mailto:dalexander@flbpa.org) or to the above address prior to the application deadline. Letters of recommendation sent in this manner will not be shared with the candidate.

***Please Note:*** Packets must be time stamped via email by the designated deadline. Packets that do not meet the deadline will not be accepted. No exceptions will be made. It is strongly encouraged to not wait until the last minute in case of email, internet or other technical difficulties. If no confirmation email is received, it is the responsibility of the candidate to contact the Officer Elections Committee via email at [dalexander@flbpa.org](mailto:dalexander@flbpa.org) for verification. The committee will not be held responsible for any missing items in the packet, missing signatures, submitting outdated paperwork, any technical difficulties, or for packets sent to the wrong address.

## ***Campaigning Rules and Procedures***

### ***Campaign Period***

There shall be a period existing in which candidates and campaign managers are allowed to campaign on social media. Candidates may begin campaigning at the close of the Opening Session of the 2023 Florida State Leadership Conference and will run until the end of the caucus sessions. Any campaigning or promotion outside of the period may be grounds for disqualification or other punitive action.

The following information will be provided by the candidate and shared by the Florida Business Professionals of America State Association online for members to access and learn more about the candidate:

1. Candidate's 100-word statement
2. Candidate's six 50-word question responses
3. Candidate's photo
4. Candidate's social media handles (Instagram, Facebook, Twitter)
5. Campaign manager's social media handles (Instagram, Facebook, Twitter) (if any)
6. Candidate's website link (if any)

Candidates will be introduced at the opening session. Following the opening session candidates and campaign managers may begin campaigning using business cards and word of mouth only. Only the candidate and the campaign manager are allowed to distribute cards and campaign other than at the rally. Business cards must be standard 3.5"x2" size.

Distribution of materials or display of posters or flyers is allowed during the Campaign Rally ONLY except for business cards (this does include the candidate's own chapter).

All materials, except for business cards which can be distributed only by the candidate and the campaign manager, must be contained within the Campaign Rally Room. Campaign materials may not be distributed, displayed, or posted at any time in any other conference property.

### ***Campaign Rally***

Prior to the start of the campaign rally candidates and their campaign managers will have 45 minutes to be able to set-up. It is at this time that typed signed expense reports will be due and booths will be verified by the State Officer Coordinator. The State Officer Coordinator reserves the right to ask for any item to be removed from the Campaign Rally.

Helium balloons, glitter, and confetti are not permitted in the Campaign Rally. Stickers are also not allowed to be handed out during the Campaign Rally.

Each candidate will be provided with space, including one (1) table and two (2) chairs, to set-up and distribute campaign literature.

Candidates will be assigned tables by a random assignment.

Posters may be hung on the table or displayed on an easel next to the table. Candidates must supply

their own easels. (One easel may be listed on the expense report at no cost. If you use more than one, you must list others at market value).

Only the candidate and the campaign manager can actively campaign during the rally.

The supply of electricity can not be guaranteed, and candidates should plan to provide their own power, if needed, by providing their own batteries and documenting such expense on their expense report.

### *Social Media Campaign Policies*

Candidates and their campaigns are encouraged and expected to use social media to promote their campaign. It is not a requirement that State Officer Candidates establish new social media accounts for the purpose of campaigning. However, if the Candidate wishes to set up a new account, it is acceptable to do so.

Candidates are reminded to maintain a professional environment and campaign becoming of the positions in which they seek, at all times. Any material that is deemed to be offensive or inappropriate must be removed immediately at the request of the State Officer Coordinator, the State Advisor, or other designee; any direct messages from the official Florida BPA social media handles will come from an approved source and any directions given MUST be followed immediately. Any violations or repeated unprofessional behavior may result in disqualification.

Candidates are welcome to seek endorsements as they see fit, however, the following people are prohibited from providing endorsements, publicly contributing, or supporting any candidate(s): current National Officers, current State Officers, and any member of the Officer Election Committee. The only exception shall be made for current State Officers seeking re-election.

### *Expense Report*

All candidates will be required to submit a typed expense report to the State Officer Coordinator at the beginning of the Campaign Rally Set-up. The Campaign Expense Report must include all materials or expenses generated during the campaign and will be verified by the Officer Elections Committee. The instructions and format to follow are included in this handbook. No matter the actual costs, copies will be listed on the expense report at 5 cents each for black and white copies and 25 cents each for color copies and pictures will be listed as \$0.10 for 4x6, \$0.25 for wallet, \$0.60 for 5x7, and \$2.50 for 8x10 for each picture used. Other sizes will be listed per market value. Any items received at a discount or for free must be listed at the fair market value. Please refer to the Campaign Expense Report example given in this handbook. The report and items used in the campaign must not exceed \$100.00. If an item is not listed on the expense report, corrective action may be taken. ALL items used during the campaign must be recorded.

Please be aware that the money a candidate spends on his/her campaign is the responsibility of the candidate. Florida BPA nor any area, region or chapter is required to reimburse a candidate for campaign expenses.



## *Regional Caucuses*

Regional Caucuses will be held the evening February 24<sup>th</sup> at the close of the open campaign period. Candidates and their respective campaign managers (if applicable) will progress from region to region following a schedule that will be sent to them in advance. Each region will be permitted ten (10) minutes to ask the candidate anything they want, however, is strongly encouraged to ask all candidates the same questions. An adult neutral moderator will be in each caucus room to ensure decorum. The caucuses will be open to any member, advisor, or other individual associated that respective region. Specific procedures regarding the regional caucuses will be forthcoming closer to the event.

## *Voting*

Official votes will take place immediately following the Regional Caucuses. Delegates will be allowed to vote for up to six candidates that they think best fit the qualities of a State Officer but may vote for less than six. Candidates must receive a majority of votes in order to be installed as an Officer. In the event that less than six individuals receive a majority of votes, a single run-off election will be held for the number of remaining vacant slots. Appearing on the ballot will be the top candidates that did not receive a majority number of votes equal to the number of vacant positions plus one. None of the above will also appear on all ballots. In the event that not enough candidates receive a majority following the run-off the position will be declared vacant.

## *Grievances*

Any grievances of any violations or perceived violations of the election handbook or campaign procedures can be submitted in writing to [dalexander@flbpa.org](mailto:dalexander@flbpa.org) by any member, advisor, or other individual associated with Business Professionals of America, Florida Association. All grievances should be submitted no later than 2 hours after the infraction and a response and ruling will be given no later than 36 hours after the submission of grievance.

## **Installation of State Officers**

Newly elected State Officers will be announced and installed at the end of the Grand Awards Ceremony at the end of the State Leadership Conference.

Elected State Officers will be under the direction of the State Officer Coordinator.

If a replacement is needed for any State Officer on or before the National Leadership Conference of the same year, the Board of Directors reserves the right to name a replacement. No replacement or alteration will be made to the Officer Team after this date.

**BUSINESS PROFESSIONALS OF AMERICA – FLORIDA ASSOCIATION**  
**STATE OFFICER CANDIDATE INFORMATION FORM**

Name of Candidate:

Phone Number:

Street Address:

City:

State:

ZIP Code:

Email Address:

Grade Level:

T-shirt Size:

Parent/Guardian's Name:

Phone Number:

**SCHOOL INFORMATION**

Name of School:

Phone Number:

Street Address:

City:

State:

ZIP Code:

Chapter Advisor's Name\*\*\*:

Phone Number:

Email Address:

Principal's Name:

**\*\*\* This advisor will be associated with the candidate throughout the campaign process. This advisor will be copied on emails from the Officer Elections Committee regarding campaign processes, information, changes of plans, etc. If the candidate is elected to office this advisor's name and information will be given to the State Officer Coordinator for further correspondence about officer duties and events.**

**BUSINESS PROFESSIONALS OF AMERICA - FLORIDA ASSOCIATION**  
**STATE OFFICER CANDIDATE NOMINATION FORM**

Name of Candidate:

**National Officer Instructions:**

Check this box if you are running for National Office

**State Officer Instructions:**

Check this box if you are running for Statewide General Office, and rank your preference:

Offices include:

- President
- Vice President
- Secretary
- Treasurer
- Historian
- Parliamentarian

Statewide General Offices:

1st choice:

2nd choice:

3rd choice:

4th choice:

5th choice:

6th choice:

**BUSINESS PROFESSIONALS OF AMERICA - FLORIDA ASSOCIATION**  
**CHAPTER ADVISOR AND OFFICER CANDIDATE AGREEMENT**

Name of Candidate:

Name of Chapter Advisor:

Name of Chapter:

Dates*	Event*
Regularly Throughout the Year	<b>State Officer Meetings</b>
April 30, 2023	<b>National Leadership Conference – Dallas, TX</b>
May-July 2023	<b>Officer Training Conference – TBD</b>
July 2023	<b>FACTE Conference</b>
July 2023	<b>Fall Planning Board Meeting</b>
November-December 2023	<b>Regional Leadership Conferences</b>
January 2024	<b>Pre-SLC Board Meeting-Orlando, FL</b>
February 21-26, 2024	<b>State Leadership Conference – Orlando, FL</b>

***CHAPTER ADVISOR AGREEMENT***

The above candidate is a member in good standing of the \_\_\_\_\_ Chapter of Business Professionals of America, Florida Association, Chapter # \_\_\_\_\_. To the best of my knowledge all information submitted on, with or attached to this nomination form exists as presented. I understand that my State Officer Candidate’s attendance at these events is mandatory unless prior approval is granted by the State Officer Coordinator or the Board of Directors. I understand that my candidate has agreed to perform all assignments designated by the Regional Advisor, the State Officer Coordinator, and the State Advisor, as given through the State Officer Coordinator. I understand that should my candidate be unable to fulfill these requirements, my candidate will be removed from office and may be held responsible for reimbursing the organization for expenses incurred. My candidate and I have read through this State Officer Election Handbook in its entirety and agree to its rules and regulations.

\_\_\_\_\_  
 Signature of Officer Candidate’s Advisor

\_\_\_\_\_  
 Date

\*Dates and events subject to change due to organizational shifts. Attendance may be required at more than just the events listed above.

**BUSINESS PROFESSIONALS OF AMERICA - FLORIDA ASSOCIATION**  
**OFFICER CALENDAR**

If elected as a State Officer, I, \_\_\_\_\_, agree to participate in the following events:

Dates*	Event*
Regularly Throughout the Year	<b>State Officer Meetings</b>
May 4-8, 2022	<b>National Leadership Conference – Dallas, TX</b>
June-July 2022	<b>Officer Training Conference – TBD</b>
July 2022	<b>FACTE Conference</b>
July 2022	<b>Fall Planning Board Meeting</b>
November 2022	<b>Regional Leadership Conferences</b>
January 2023	<b>Pre-SLC Board Meeting-Orlando, FL</b>
February 22-27, 2023	<b>State Leadership Conference – Orlando, FL</b>

***OFFICER CANDIDATE AGREEMENT***

I (the State Officer Candidate) understand that my attendance at these events is mandatory unless prior approval is granted by the State Officer Coordinator, and the Board of Directors. I also agree to perform all assignments designated by the Regional Advisor, the State Officer Coordinator, and the State Advisor, as given through the State Officer Coordinator. I understand that should I be unable to fulfill these requirements, I may be removed from office and be held responsible for reimbursing the organization for expenses incurred on my behalf.

If elected, I agree to attend the upcoming National Leadership Conference, to attend all Regional and State meetings, to adhere to the Code of Ethics, and to actively serve in office to the best of my ability. I also agree to adhere to the rules and regulations as outlined in this State Officer Election Handbook, and to abide by the Constitution and policies of Business Professionals of America, Florida Association.

\_\_\_\_\_  
Signature of Officer Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Officer Candidate’s Parent/Guardian

\_\_\_\_\_  
Date

\*Dates and events subject to change due to organizational shifts. Attendance may be required at more than just the events listed above.

**BUSINESS PROFESSIONALS OF AMERICA - FLORIDA ASSOCIATION**

**SOCIAL MEDIA POLICY**

If elected as a State Officer, you will represent not only the state and chapter you are from, but you also serve as a brand ambassador for Business Professionals of America and are expected to portray yourself, and the organization, in a positive manner at all times. You are also responsible for completing your assigned duties through BPA social media bases. As a State Officer, you must read and sign this contract acknowledging the Officer’s Responsibility to use Social Media responsibly and with accountability as a member of the Florida Business Professionals of America State Officer Team. All State Officers are required to comply with the following:

**Responsibilities:**

- Complete all assigned social media postings in a timely manner
- Maintain and reflect the positive professional image of Business Professionals of America
- Interact with both Florida and National membership on BPA professional accounts
- Post appropriately, respectfully, and thoughtfully

Do’s	Don’ts
Follow both National and Florida BPA social media platforms as well as allow State BPA staff to follow you	Block any Florida BPA staff from viewing your posts
Positively interact with membership using professional and encouraging language	Use any derogatory language, remarks, or profanity
Keep personal views off all BPA accounts	Involve yourself with alcohol or drugs, including liking and quoting such references
Immediately remove anything when asked to do so	Forget and/or ignore your responsibilities
Complete all assigned postings or get someone to cover for you	Share any account information to those not on the team
Be your professional self and share BPA news through all social media platforms supported by FLBPA	Have incriminating, violence, any form of nudity, inappropriate gestures, references, etc.
Think twice before posting or putting yourself in inappropriate positions	

By signing this Social Media Agreement, you are stating that you will follow the rules indicated above and you understand that disciplinary actions may be imposed for failure to comply with those rules.

\_\_\_\_\_  
Signature of Officer Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Officer Candidate’s Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Officer Candidate’s Advisor

\_\_\_\_\_  
Date

**BUSINESS PROFESSIONALS OF AMERICA - FLORIDA ASSOCIATION**  
**OFFICER CODE OF ETHICS**

Name of Candidate:

As an officer of Business Professionals of America, I understand and agree to abide by the Delegate Code of Conduct and all policies and procedures relating to officers and members as indicated in the Policies and Procedures Handbook. In addition, I agree to the following:

I will:

1. Follow instructions as directed by those in charge.
2. Wear official dress and/or designated dress by the State Officer Coordinator, when traveling to/from an assignment and using any public transportation.
3. Serve as a member of the Officer Team by always maintaining a cooperative attitude.
4. Maintain proper dress and good grooming on all occasions.
5. Treat all members equally by not favoring one over another.
6. Behave in a manner which conveys and commands respect without any air of superiority.
7. Maintain dignity while being personable, concerned and interested in fellow members.
8. Respect curfew and stay in the hotel room that I am assigned (male and female officers are not to be in the same sleeping room at the same time).
9. Attend all sessions and activities assigned unless engaged in some specific assignment taking place at the same time.
10. Keep the State Officer Coordinator informed of activities and whereabouts at all time.
11. Abide by the Social Media Policy.

I will not:

1. Use alcohol, drugs or tobacco while in attendance at any function concerning Business Professionals of America.
2. Engage in any romantic activity with any other BPA State, National, or Regional Officer.
3. Frequent any place or engage in any activities, which in any way could raise question as to my moral character.
4. Use language that is not considered wholesome in any speech or informal conversation.
5. Engage in any conversations that belittle or downgrade fellow Business Professionals of America members, officers, and/or adults.
6. Use a personal vehicle or ride in vehicles not approved by State Officer Coordinator, while representing or acting on behalf of Business Professionals of America.
7. Be allowed in the rooms assigned to the opposite sex unless accompanied by State Officer Coordinator or designee.

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Signature of Officer Candidate

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Date

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Signature of Officer Candidate's Parent/Guardian

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Date

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Signature of Officer Candidate's Advisor

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Date



**BUSINESS PROFESSIONALS OF AMERICA - FLORIDA ASSOCIATION**  
**MEDIA RELEASE FORM**

I grant permission to Business Professionals of America, Florida Association, to use my child's name and/or photographs for use in organization publications such as recruiting brochures, newsletters, and websites, and to use my name/and or photographs on display boards, and to use my name and/or photographs in electronic versions of the same publications or on the Business Professionals of America, Florida Association website or other electronic forms or media.

I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph.

I hereby agree to release, defend, and hold harmless Business Professionals of America, Florida Association, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs and information, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

Please check the paragraph below which is applicable to your present situation:

- I am the parent or legal guardian of the below named child. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.
- I am a Post-secondary member, and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release. Sign on the parent line.

Candidate's Name:

Street Address:

Parent/Legal Guardian Name:

City, State, ZIP:

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Signature of Officer Candidate's Parent/Guardian

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Date

**BUSINESS PROFESSIONALS OF AMERICA - FLORIDA ASSOCIATION**  
**CAMPAIGN EXPENSE REPORT**

Candidate Name:

<b>State Officer Campaign Expense Report</b>				
<b>Item</b>	<b># of Units</b>	<b>Qty. Description</b>	<b>Cost per Unit</b>	<b>Total Cost</b>
<b>Total Expenses</b>				<b>\$</b>

I verify this report is true and factual and understand that I will not receive reimbursements for these expenses.

\_\_\_\_\_  
 Signature of Officer Candidate

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Officer Candidate's Campaign Manager

\_\_\_\_\_  
 Date

## Campaign Expense Report Format Sample

The Campaign Expense Report will be submitted to the Officer Elections Committee during the time of the Campaign Rally Set-Up. List every item that is used for your campaign and/or campaign booth, even if it's donated or free of charge. Calculate the market value for all donated items. If the item is not listed on the Expense Report, punitive action may be taken.

No matter the actual costs, copies will be listed on the expense report at 5 cents each for black and white copies and 25 cents each for color copies and pictures will be listed as \$0.10 for 4x6, \$0.25 for wallet, \$0.60 for 5x7, and \$2.50 for 8x10 for each picture used. Other sizes will be listed per market value. Any items received at a discount or for free must be listed at the fair market value.

State Officer Candidates should provide copies of all receipts available. For items where there is no receipt, an estimated market value for the item should be used. Be specific and make sure you cover every item. You will not be allowed to start your campaign without an accurate expense report.

*Sample:*

Candidate Name: John Doe

<b>State Officer Campaign Expense Report</b>				
<b>Item</b>	<b># of Units</b>	<b>Qty. Description</b>	<b>Cost per Unit</b>	<b>Total Cost</b>
Poster Board	3	Each	\$1.00	\$3.00
Glue Stick	1	Each	\$1.98	\$1.98
Permanent Markers	1	Package	\$2.45	\$2.45
Construction Paper	4	Packages	\$1.20	\$4.80
Tape	1	Roll	\$0.99	\$0.99
Lollipops	3	Bags	\$2.00	\$6.00
Black and White Copies	8	Sheets	\$0.10	\$0.80
Color Copies	17	Sheets	\$0.40	\$6.80
Business Cards	40	Cards	\$0.20	\$8.00
Ink	2	Cartridges	\$24.95	\$49.90
<b>Total Expenses</b>				<b>\$84.72</b>

## **Candidate's Social Media Questions**

Your answers to the following questions will be posted online. A link will also be posted on the Florida Business Professionals of America Instagram and Twitter accounts, as well as emailed to candidates. Limit your responses to 50 words or less for each question. Answers longer than 50 words will be cut off at the 50-word mark. You may choose not to respond to any/all questions; however, it will be stated that you chose not to respond. Send a copy of your answers with your application packet due February 1, 2023.

1. What experiences have you had in Business Professionals of America to prepare you for state office?
2. What experiences have you had outside of BPA to prepare you for state office?
3. What makes you a leader?
4. Can you commit time to being a state officer?
5. What changes and enhancements will you make as a state officer?
6. What do you think your biggest challenge as state officer will be?

## **State Officer Candidate Check List**

State Officer Candidates will be expected to submit the completed Officer Election Packet by the set deadline via email to [dalexander@flbpa.org](mailto:dalexander@flbpa.org) or mailed and postmarked by the deadline to the below address. The deadline is **February 1, 2023 at 11:59 pm EST**. Please send all documents together TYPED as one packet in either PDF or WORD format.

The Officer Election Packet should include:

Forms included in this Handbook:

- State Officer Candidate Information Form
- State Officer Candidate Nomination Form
- Chapter Advisor and Officer Candidate Agreement
- Officer Calendar
- Social Media Policy
- Officer Code of Ethics
- Media Release Form

Documents produced by the Candidate:

- Unofficial High School Transcript
- Candidate Cover Letter
- Résumé
- Letter of Recommendation (from advisor)
- Letter of Recommendation (from other)
- 100 Word Statement
- Social Media Questions
- Digital Photo of Candidate (attached as a .JPG) (include as separate file)

If the writer of a letter of recommendation wishes to send it separately, they may send it via email to [dalexander@flbpa.org](mailto:dalexander@flbpa.org) or to the below address prior to the application deadline. Letters of recommendation sent in this manner will not be shared with the candidate.

Items submitted by mail can be sent via USPS to:

Mr. Devin Alexander  
15358 Callista Lane  
Dade City, FL 33523

## State Officer Election Timeline

Below is a table with the timeline with the 2023 Florida Business Professionals of America State Officer Election. Times and dates are subject to change, but candidates will be given due notice if that happens. The last column should be used by candidates to determine deadlines and required attendance and are expected to meet all obligations, failure to do so may result in disqualification. If there is an extenuating circumstance please notify the State Advisor, Devin Alexander [dalexander@flbpa.org](mailto:dalexander@flbpa.org) as soon as possible. If that happens, we will do our best to make accommodations, but cannot make any guarantees something will be able to be rescheduled.

<b>Date</b>	<b>Event</b>	<b>Notes</b>	<b>Participants</b>	<b>Required Action/Attendance? (For Candidates)</b>
<b>Thursday January 10, 2023</b>	Running for State Office Webinar	<b>7pm</b> – Virtual webinar conducted by members of the 2022-23 Florida State Officer Team on running for state officer and reviewing the packet, guidelines, and qualifications. Will be followed by a Q&A session about the experiences of the current Officer team during their time in office. Zoom link: <a href="https://zoom.us/j/8214922311">zoom.us/j/8214922311</a>	22-23 State Officer Team, State Officer Coordinator  Open to all members and advisors	No
<b>Thursday January 24, 2023.</b>	Running for State Office Webinar	<b>7pm</b> – Virtual webinar conducted by members of the 2022-23 Florida State Officer Team on running for state officer and reviewing the packet, guidelines, and qualifications. Will be followed by a Q&A session about the experiences of the current Officer team during their time in office. Zoom link: <a href="https://zoom.us/j/8214922311">zoom.us/j/8214922311</a>	22-23 State Officer Team, State Officer Coordinator  Open to all members and advisors	No
<b>Tuesday February 1,</b>	Officer Election	<b>11:59pm</b> – Submit via email to	Candidates	<b>YES</b>

<b>2023</b>	<b>Packet Deadline</b>	<b><a href="mailto:dalexander@flbpa.org">dalexander@flbpa.org</a> or mailed and postmarked</b>		<b>Required action/deadline</b>
<b>Thursday February 2, 2023</b>	Applications Reviewed by committee	All submitted application items will be reviewed and eligibility verified. Please contact Devin Alexander at <a href="mailto:dalexander@flbpa.org">dalexander@flbpa.org</a> if there are any documents that cannot be obtained. Extenuating circumstances will be handled on a case-by-case basis.	State Officer Coordinator	No
<b>Friday February 3, 2023</b>	State Officer Candidates notified and Knowledge Exam Study Guide delivered	Student members running for state office informed of candidacy status via email. Approved candidates will receive a study guide for the Knowledge Exam.	State Officer Applicants and Advisors	No
<b>Thursday February 23, 2023</b>  <b>Location: TBD</b>	Candidate Briefing	<b>6pm</b> – Candidates will be briefed on the election process and expectations at the State Leadership Conference	Candidates	<b>YES</b>  <b>Required attendance</b>
<b>Thursday February 23, 2023</b>  <b>Location: TBD</b>	Knowledge Exam Administered	<b>6:30pm</b> – BPA Knowledge Exam will be administered. 30-minute time limit	Candidates only	<b>YES</b>  <b>Required attendance</b>
<b>Thursday February 23, 2023</b>  <b>Location: International Ballroom</b>	Opening Session and Candidate Speeches	<b>8pm</b> – The Opening Session of the 2023 Florida BPA State Leadership Conference, during which candidates will deliver their campaign speeches	All members and advisors	<b>YES</b>  <b>Required attendance</b>
<b>Thursday February 23, 2023</b>	Campaign Period Begins	<b>Immediately following the conclusion of the Opening Session –</b>	Candidates & Campaign Managers	No

		Candidates and campaign managers may publicly start promoting their candidacy. A photo, 100-word statement, and answers to social media questions will be published online. Candidates may not announce their campaign until this date and may not start campaign until this point.		
<b>Friday February 24, 2023</b>  <b>Location: TBD</b>	Expense Reports Due	<b>5:15pm</b> – Signed Expense Reports are due at the Campaign Rally set-up. Please see packet for guidelines	Candidates & Campaign Managers	<b>YES</b>  <b>Required action/deadline</b>
<b>Friday February 24, 2023</b>  <b>Location: TBD</b>	Campaign Rally Set-up	<b>5:15pm</b> – Set-up campaign table for the Campaign Rally	Candidates & Campaign Managers	<b>YES</b>  <b>Required attendance</b>
<b>Friday February 24, 2023</b>  <b>Location: TBD</b>	Campaign Rally	<b>6-6:45pm</b> – Candidates will be given the chance to distribute campaign materials and talk about their campaign with other members	Candidates, Campaign Managers, Voting Delegates, Advisors, and Members	<b>YES</b>  <b>Required attendance</b>
<b>Friday February 24, 2024</b>	Campaign Period Closes	<b>7pm</b> – No more campaigning via any platform may be conducted after the start the caucus sessions.	Candidates & Campaign Managers	No
<b>Friday February 24, 2023</b>  <b>Location: TBD</b>	Regional Caucuses	<b>7pm</b> – Each region will have their own caucus room opening. Specific schedules will be provided within the Caucus Protocol communication.	Candidates, Campaign Managers, Advisors, Voting Delegates, and Members	<b>YES</b>  <b>Required attendance</b>



<b>Friday February 24, 2023</b>  <b>Location: TBD</b>	General Election	Immediately following the regional caucuses delegates will cast their votes for State Officers.	Advisors and Voting Delegates	No
<b>Saturday February 25, 2023</b>  <b>Location: State Advisor Suite</b>	Candidate Placement Interviews	<b>12-6pm</b> – Individual State Officer Candidates will be interviewed by the Officer Elections Committee. Interviews will last approximately 20-30 minutes	Officer Elections Committee and Candidates  Advisors and Campaign Managers are NOT permitted to attend	<b>YES</b>  <b>Required attendance</b>
<b>Saturday February 25, 2023</b>  <b>Location: State Advisor Suite</b>	Officer and Candidate Mingle	<b>10pm</b> – Candidates will have a chance to meet, mingle, and play games with each other, the current State Officer Team, the State Advisor, and other FLBPA Officials	Candidates, 22-23 State Officer Team, Florida BPA State Advisor, and others	No  <b>Attendance strongly encouraged</b>
<b>Sunday February 26, 2023</b>  <b>Location: TBD</b>	2023-2024 State Officer Team Announced	<b>8am</b> – The new 2023-2024 State Officer Team will be announced and inducted during the Grand Awards Ceremony	Open to all members	<b>YES</b>  <b>Required attendance</b>
<b>Sunday February 26, 2023</b>  <b>Location: TBD</b>	2023-2024 State Officer Team Meeting	<b>Following Grand Awards Session</b> – A very brief meeting with the new 2023-2024 State Officer Team. Please meet at the front of the stage following the conclusion of the ceremony	2023-2024 State Officer Team	<b>YES</b>  <b>Required attendance</b>