



Giving Purpose to Potential

STATE OFFICER CANDIDATE APPLICATION PACKET

Submitting the application packet is the first step. The State Officer Application Packet must be submitted electronically on or before February 1, 2025. The complete packet must include:

1. Letter of application seeking to apply to be a state officer candidate
2. Current resume
3. School District Approval Form
4. State Officer Code of Ethics
5. Proof of submitted or previously awarded Statesman Torch Award (if you are currently submitting a written explanation is fine)

If the Statesman Torch Award resume is submitted this year, the Montana Association Vice President will need to review the resume for approval before we can determine if the student's state officer candidate application is approved. Also, within the online Torch Award system, a copy of the resume can be printed. I recommend making a PDF copy and keeping it on file just in case something happens. Also, the PDF copy can be printed and submitted with the state officer candidate application.

Additionally, each member applying to be a state officer candidate must also E-mail a PDF copy of their resume to State Director, Lisa Parker (lparkermtbpa@gmail.com) by February 1, 2025. The electronic resumes will be distributed to all local chapter voting delegates for their review prior to the state conference.

All items for the state officer candidate application packet need to be submitted together by February 1st; any incomplete or late application packets will be disqualified.

STATE OFFICER CANDIDATE MEETING Sunday evening of the state conference, there is a meeting for all the state officer candidates and their campaign managers. This meeting is scheduled for Sunday evening. This is a meeting to give guidance to the candidates from both the current state officers and the state advisor as they prepare for the events of the

next few days. This is also a time for them to ask any last-minute questions or to get clarification about the campaigning process. A state officer candidate's campaign manager is also welcome to attend this meeting and assist in setting up for the campaign rally.

Candidates can begin campaigning at the conclusion of this meeting. The only social media campaigning that can take place until after the conclusion of this meeting is to announce one's candidacy.

CAMPAIGN RALLY AND SETUP Following the state officer candidate meeting, candidates and their campaign manager (and other helpers if needed) can setup for the campaign rally. Each candidate will have a table available for campaign posters and other campaign-related items. Each candidate is limited to either two (2) large poster boards (30 x 40-ish) or one of the science fair-size display boards. Candidates often create business cards with their name and designed to match their campaign theme or slogan. Others have created stickers (using a variety of either sticker sheets or labels) and there is always an abundance of candy given away. Candidates are limited to spending \$50.00 on campaign materials. Budget is to be submitted at the Sunday evening meeting.

Following the Opening Session, the Campaign Rally is held. All local chapter Voting Delegates (each chapter gets two) attend and all other conference attendees are invited to participate.

SPEECH: Candidates are to prepare one speech. This is a two-minute speech and is the chance for candidates to inform the members of their interests, experiences, qualifications, and why they want to be a state officer. During the speech, the candidates will be provided with one-minute and 30-second warnings, and then stopped should their speech go beyond the two-minute limit.

Most use these objects as their "identifier" or "theme" for the duration of their campaign. For example, I had a student named Tarayn Lahr who used a star as her object and her campaign slogan was "Tarayn Lahr— Your Shining Star" and everything was star-themed including giving out Starburst candy and star stickers.

SPECIAL DELEGATE MEETING This meeting takes place Monday evening, prior to the Second General Session. This meeting is attended only by the two Voting Delegates from each chapter. During this meeting, each state officer candidate is asked three (3) questions: one (1) from the voting delegates and two (2) from the state officer team. The voting delegate question will be different for each candidate, but the questions from the state officer team are the same.

After all candidates have responded to the questions, they are dismissed and the voting delegates cast their ballots, voting for up to six (6) candidates. After the ballots are

counted, the names of the six (6) candidates receiving the most votes are announced at the end of the Second General Session and these six (6) become the new state officers.

OFFICER INTERVIEWS Following the Second General Session Monday night, an interview committee convenes and each of the six (6) new state officers is interviewed and asked questions to get an idea of their talents, interests, leadership abilities, and to see which of the six (6) offices they best fit. After all the new state officers are interviewed, the committee then slates each into an office. The current offices include President, Vice President, Secretary, Membership Director, Public Relations Director, and Communications Director.

INSTALLATION During the Awards and Closing Session on Tuesday, each of the new state officers finds out which office they received when they are installed by the outgoing officers.

MEETINGS Each newly-elected state officer is given the opportunity to attend the National Leadership Conference as a state voting delegate and attend leadership training sessions at NLC. While this can be an opportunity for a student to attend NLC, it is not a requirement and Montana BPA does not provide any financial support. During the NLC, the state voting delegates have a few meetings to attend and are required to be at all general sessions. A schedule of meetings and a list of responsibilities and duties during the NLC will be provided after the state conference.

The newly-elected state officers also are required to attend the Montana BPA Summer Leadership Camp. The dates and location will be provided following SLC in the spring.

During the following school year the state officers have a fall meeting and host the Fall Leadership Conference in Fairmont in October, and a winter meeting in January to work on plans for the state conference the end of January, the Montana BPA newsletter, preparing Buddy Chapter checkins, and other state officer activities and projects. Also, a conference call is held each month to ensure everyone is fulfilling their duties and staying on task. For the state conference, the officers come in a day early to prepare, decorate, practice, and get ready for the conference.

OFFICIAL DRESS Official Dress, or the state officer uniform. Montana BPA purchases the basics for BPA officer dress. The State Director will purchase the official dress with hopes to have available to wear and NLC.

TRAVEL and lodging expenses to attend state officer meetings (including Leadership Camp, Fall and State Leadership Conference; however, excluding the National Leadership Conference) are covered by Montana BPA. For the state leadership conference, state officers do not pay registration however they must register for SLC with their chapter. Their sleeping

rooms are covered by Montana BPA as they share rooms together; state officers do not share rooms with their local chapter.

When traveling for state-level meetings, officers must ride within an automobile driven by an adult. The adult may be the local chapter advisor (or an advisor from another chapter), a parent, the State Officer Coordinator, a school administrator, or an advisor from another CTSO if attending a combined function, such as the Montana CTSO Leadership Camp and the winter meeting.

All Montana BPA State Officers are required to submit a Travel Form detailing how they will be traveling to and from a meeting, the adult providing transport, the adult chaperoning if an over- night stay is required, and contact numbers for both the officer and the adult transporting/chaperoning.

COMMUNICATION between the officers, their local chapter advisors, and with the State Director, Executive Secretary, and State Officer Coordinator is essential to the success of the officer team and the Montana association. All E-mails sent to the officers are also carbon copied to the chapter advisors. Chapter advisors are expected to make sure the state officer is meeting the established deadlines, successfully fulfilling their responsibilities, and assist in task completion (including but not limited to helping prepare Buddy Chapter Checkins, proofing articles written for the Montana BPA Newsletter, and putting costumes together for the State Leadership Conference's Opening Session skit).

Should either the chapter advisor or member considering campaigning for state office have any questions, please contact either State Director, Lisa Parker lparkermtbpa@gmail.com or the State Officer Coordinator Jennifer Rohrer. jrohrer406@gmail.com.

BUSINESS PROFESSIONALS OF AMERICA, MONTANA ASSOCIATION
2025-2026 STATE OFFICER APPLICATION FORM

(You may reproduce any of all this application on computer and/or submit attachments.) Candidate Name Click or tap here to enter text.

Desired Name to Appear on Ballot Click or tap here to enter text.

Office Preference to Hold Click or tap here to enter text.

Complete Mailing Address Click or tap here to enter text.

Home Phone Click or tap here to enter text. Cell Phone Click or tap here to enter text.

E-mail Click or tap here to enter text. Name of School Click or tap here to enter text.

School Phone Click or tap here to enter text. School Mailing Address Click or tap here to enter text.

Advisor's Name Click or tap here to enter text.

Advisor's Phone Click or tap here to enter text. Advisor's E-mail Click or tap here to enter text.

Principal/Director's Name Click or tap here to enter text.

Evidence of leadership ability in school or outside organization:

Name of Organization

Click or tap here to enter text.

Dates

Click or tap here to enter text.

Office Held

Click or tap here to enter text.

Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.

If employed:

Place of Employment Click or tap here to enter text. Type of Business Click or tap here to enter text.
Position Held Click or tap here to enter text. Length of Employment Click or tap here to enter text.

The above candidate is a member in good standing of the Click or tap here to enter text. Chapter of the Business Professionals of America, Montana Association. To the best of my knowledge, all information submitted on, with, or attached to this nomination form is factual and the student meets the eligibility requirements. I have read the requirements my student agrees to and agree to support these activities with my time and by providing transportation, if necessary.

If elected, I will attend next year's state leadership conference, to attend state officer training, to attend all state officer meetings, and to actively serve in my office to the best of my ability and abide by the state officer code of ethics and the constitution of the Business Professionals of America, Montana Association. I understand if I do not meet the responsibilities of the office and/or attend the scheduled meetings, I forfeit the office.

Click or tap here to enter text.

Officer Candidate Signature

Parent/Guardian Signature

I have read the requirements my child agrees to and agree to support Click or tap here to enter text.in these activities with my time and by providing transportation, if necessary.

Click or tap here to enter text.

Parent or Guardian Signature

BUSINESS PROFESSIONALS OF AMERICA, MONTANA ASSOCIATION

STATE OFFICER CANDIDATE QUESTIONS

Name of Candidate _____ Office Preference _____

INFORMATION AND HISTORY OF BUSINESS PROFESSIONALS OF AMERICA

1. What are the duties of a state officer? Click or tap here to enter text.

2. List the 2024-2025 state officers and include their office and their school(s): Click or tap here to enter text.

3. List the Business Professionals of America colors and their meaning. [Click or tap here to enter text.](#)

4. When and where was Business Professionals of America established? [Click or tap here to enter text.](#)

5. What is the Business Professionals of America pledge? [Click or tap here to enter text.](#)

6. What does the Business Professionals of America emblem symbolize? [Click or tap here to enter text.](#)

7. List the Business Professionals of America torches. Describe the significance of the Torch Awards Program to Business Professionals of America? [Click or tap here to enter text.](#)

8. In one paragraph, briefly discuss what you believe are three or four qualities of a great leader. [Click or tap here to enter text.](#)

9. Briefly describe how you would go about building an effective officer team as a member of the 2025-2026 State Officer Team? [Click or tap here to enter text.](#)

10. Discuss your reasons for wanting to become a Business Professionals of America state officer. Click or tap here to enter text.

PARLIAMENTARY PROCEDURE

Order of Business - arrange in correct order:

- a) Committee Report Click or tap here to enter text.
- b) Reading of Minutes Click or tap here to enter text.
- c) New Business Click or tap here to enter text.
- d) Call to Order Click or tap here to enter text.
- e) Officer Reports Click or tap here to enter text.
- f) Adjourn Click or tap here to enter text.
- g) Unfinished Business Click or tap here to enter text.
- h) Program Click or tap here to enter text.
- i) Announcements Click or tap here to enter text.

List the five types of motions Click or tap here to enter text.

What is the top-ranking motion of all the motions? Click or tap here to enter text.

Is the motion to adjourn debatable? Click or tap here to enter text.

What are the five ways to amend the main motion? Click or tap here to enter text.

Is the motion to table amendable? Click or tap here to enter text.

After addressing the chair, what are the first three words spoken by the chair? Click or tap here to enter text.

May the president speak on, or discuss a motion on the floor and if so, what must he/she do? Click or tap here to enter text.

How many members must be present to be legally conduct business? Click or tap here to enter text.

List the items the Secretary's minutes should include. Click or tap here to enter text.

I certify this worksheet was completed by me and me only.

Click or tap here to enter text.

Officer Candidate Signature

Click or tap here to enter text.

Date



UNIFORM ORDER INFORMATION

If you are elected as a member of the state officer team, Montana BPA will be ordering your uniform so that you have it for the National Leadership Conference.

Please provide the following information:

Name: Click or tap here to enter text.

Gender: Click or tap here to enter text.

Shoe Size: Click or tap here to enter text.

Shirt/blouse size: Click or tap here to enter text.

Blazer/jacket size: Click or tap here to enter text.

Skirt size or pant size: (waist and inseam) Click or tap here to enter text.



TEACHER RECOMMENDATION

Please have a current teacher complete the evaluation and email the recommendation to Lisa Parker at lparkermtbpa@gmail.com by February 1, 2025.

Candidate's Name: Click or tap here to enter text.

Teacher's Name: Click or tap here to enter text.

1= Strongly agree 2=Agree 3=neutral 4=Disagree 5=Strongly disagree

1. **Works well with others:** Click or tap here to enter text. **Comments:** Click or tap here to enter text.
2. **Possesses exceptional leadership qualities** Click or tap here to enter text. **Comments** Click or tap here to enter text.
3. **Is goal oriented** Click or tap here to enter text. **Comments:** Click or tap here to enter text.
4. **Takes initiative** Click or tap here to enter text. **Comments:** Click or tap here to enter text.
5. **Communicates effectively in a classroom setting** Click or tap here to enter text. **Comments:** Click or tap here to enter text.
6. **Communicates effectively in a professional setting** Click or tap here to enter text. **Comments:** Click or tap here to enter text.
7. **Is responsible** Click or tap here to enter text. **Comments:** Click or tap here to enter text.
8. **Would be a great addition to the Montana BPA State Officer Team** Click or tap here to enter text. **Comments** Click or tap here to enter text.

Additional Comments: Click or tap here to enter text.



SCHOOL DISTRICT APPROVAL FORM STATE OFFICER CANDIDATE

is an active

member of the Business Professionals of America, Montana

Association and is running for a state office. As part of the responsibilities of a state officer, students will be required to attend several meetings. The dates of these meetings for this school year are: **two days in the summer for leadership camp, three days in October/November for conference planning, two days in December/January for conference planning, four days in March for state conference, and one week in late April/early May for the national conference** (this last meeting is the national conference and is not mandatory). Depending on the location of these meetings, other days may be needed for travel. If elected to this office, students will gain leadership skills and experience along with the continuing opportunity to improve skills that will help them to be better student leaders. As you can see, it may be necessary to be away from school on occasion. In addition, transportation and supervision are local schools and chapter responsibilities. The local chapter advisor, the local school administration, and the parents of the student will coordinate together to ensure the students is provided with the necessary transportation and supervision to attend the above noted meetings. The Montana Association requires the school district be informed of these facts so preliminary discussions and plans can be made for absences, supervision and travel in the event this chapter member is elected to office. It is essential that the local school district support the state officer in these extra requirements.

I agree to allow _____

_____ to be away from school on the above-stated days and will ensure there is proper supervision, travel arrangements and time away from school to fulfill his/her responsibilities as a Montana Business Professionals of America State Officer.

Administrator's Signature

Title

Date

Mailing Address

Telephone No.



STATE OFFICER CODE OF ETHICS

As a State Officer for Business Professionals of America, Montana Association, I understand and agree to the following State Officer Code of Ethics:

To maintain and reflect a positive, professional image of myself, my school, the state of Montana and the Business Professionals of America student organization.

To respect and abide by the authority delegated to the Executive Board, presiding state officers, State Officer Coordinator, Executive Secretary, and State Director.

To attend all meetings, workshops and related activities assigned unless engaged in some specific assignment taking place at the same time and at the notification of the State Officer Coordinator or State Advisor. To remain on the conference/meeting premises unless permission to leave has been granted by the local advisor/adult chaperon and at the notification of the State Advisor.

To refrain from the use or possession of illegal drugs, tobacco, or alcohol, in any form while holding state office. Possession is defined as having on one's person, in one's belongings such as a purse or in luggage, in one's hotel/motel room, or having knowledge illegal drugs, tobacco, or alcohol are in one's hotel/motel room or in another person's possession.

To keep my advisors always informed of my activities and whereabouts.

To avoid places or activities which, in any way, could raise questions or bring reproach to the student organization or to myself.

To maintain proper dress and good grooming in all occasions and to conduct myself in a professional manner using wholesome language in all speeches and informal conversations.

To abstain from defacing public property or littering the premises. Any damages to property or furnishings in hotel rooms or buildings shall be paid for by the individual.

To abide by the stated curfew each night, be quietly in my assigned room at this time and stay out of rooms assigned to the opposite gender unless accompanied by an official conference advisor in the case of a meeting.

State Officers violating or engaging in any action detrimental to Business Professionals of America will not be tolerated and may result in disciplinary action taken by the State Executive Board up to and including my removal from state office.

Student Signature
Date

Date

Parent Signature