



Letter of Commitment for State/National Officer Candidate

The local chapter adviser, school administrator, and guardian of the candidate must be in full support of the state/national officer application for Missouri FBLA. All sections should be read, initialed, and agreed upon before signing and uploading this Letter of Commitment in the candidate's application. The sections include:

1. Approved Function & Event Contract for Candidate and Adviser
2. Funding Agreement
3. Travel Permission form

If this form is not completely filled out by all parties, then the candidate cannot move forward in their application for state/national office for Missouri FBLA.

Any questions, please contact State Officer Coach Jade Schmedding at officercoach@missourifbla.org or State Adviser Scott Jones at Scott.Jones@dese.mo.gov

Signing below means that all sections of this document have been reviewed and agreed upon by all parties.

Guardian Printed Name

Guardian Signature

Date

Administrator Printed Name

Administrator Signature

Date

Adviser Printed Name

Adviser Signature

Date

Approved Function & Event Contract for Officer and Adviser

Serving as a State Officer or the adviser of a State Officer for Missouri FBLA will require attendance at multiple conferences, events, and approved functions. The chapter adviser will serve as the official chaperone of the State Office. The following calendar of events has been approved by Missouri FBLA for the 2024-25 school year.

2025- 2026 Schedule at a Glance

District and State Officers for Missouri FBLA are required to attend many events throughout the year, and these events often include overnight travel. When planning to run for office, applicants and advisers must **commit** to the following timeline. These dates are a glance of when events will be held. ***Further details and dates will be provided upon installation of office.*** Benefits of being a District and State Officer are contingent of these activities.

If elected, the State Officer shall

- Attend all FBLA meetings, workshops, and conferences listed above
- Serve as a delegate at the National Leadership Conference
- Promote FBLA through visitation to school and businesses, when applicable and requested
- Wear official dress when requested by the State Adviser
- Implement the Program of Work
- Make arrangements for transportation to all events

I understand that failure to comply with the State Officers event responsibilities listed above will result in termination of office per the Foundation Board. I understand that I must attend all required above and will not receive permission to miss any of these meetings. Should I leave office prior to the completion of my term, I agree to reimburse Missouri FBLA for the costs associated with the purchase of my uniform. I will assist at all Missouri FBLA conferences and the Executive Council Meetings in any manner requested by the State Adviser.

Candidate Printed Name

Candidate Signature

Date

If the candidate if elected to State Office, the adviser shall

- Attend all FBLA meetings, workshops, and conferences listed above
- Assist the State Office in completing their duties
- Serve as a staff member at all approved conferences, as assigned by the State Adviser
- Make arrangements for transportation to all events
- Apply for extended day pay, if desired and eligible
- Complete approved reimbursement paperwork for travel expenses on behalf of the State Officer

I understand that it is my responsibility to ensure the State Officer arrives timely to each event in an approved mode of transportation. I understand that I must attend all required functions above with my State Officer or make arrangements for them to be supervised. At no point will the Missouri Department of Elementary & Secondary Education, the State Adviser, or State Chair be the sole supervision of the State Officer. I understand that I will not be reimbursed for my time/missed work by Missouri FBLA. I will assist at all Missouri FBLA conferences and the Executive Council Meetings in any manner requested by the State Adviser.

Adviser Printed Name

Adviser Signature

Date

Funding Agreement

Individuals who are selected to serve as Missouri FBLA State Officers are expected to attend all required meetings, prepare for conference duties (general session speaking parts, workshop assignments, etc.), promote an active local chapter, and complete regular and specific state officer assignments. These expectations are outlined in the State Officer Candidate Handbook. State Officers are expected to adequately balance these State Officers responsibilities with their academic and other personal obligations.

In exchange for the work a typical State Officer completes during the year, Missouri FBLA agrees to cover the expenses for this State Officer, which includes complimentary conference registration fees and travel fees (these may include transportation to National events, meals within the State of Missouri, and lodging costs). However, the State Officer, adviser, and guardian understand that failure to complete the required obligations of serving as a State Officer may result in the State Office no longer covering these expenses on behalf of the Officer.

Initialing below states that we agree and understand that if the candidate is selected to serve as a State Officer, they will attend all required meetings in full and complete all required assignments and responsibilities associated with serving as a State Officer. We further understand that failure to complete these assignments and responsibilities may result in the Officer having to cover the expenses otherwise provided by Missouri FBLA. These expenses may include registration fees, lodging fees, meals, transportation costs, and other expenses paid by Missouri FBLA on the officer's behalf. Officers who are extremely negligent in their duties may be required to reimburse Missouri FBLA for expenses already incurred (outlined in any probationary letter sent to the officer). We also understand that repeated failure to meet expectations or failure to attend all required meetings may result in the Officer being removed from office.

We also understand that if the local chapter adviser supporting this candidacy changes roles or positions that would affect his/her ability to support and travel with the officer, the viability of the Officer to remain a State Officer will be reviewed and could result in the Officer no longer being able to serve.

The adviser of a State Officer will require the completion of funding reimbursements, including fuel and conference registrations. All reimbursements are submitted digitally and should be completed by the fifteen (15) days following the end of the month.

Advisers of State Officers receive minimal financial support, which includes housing at certain meetings, meals, and mileage. Advisers are responsible for their own meals, transportation and housing at National conferences.

Adviser Initial

Candidate Initial

Guardian Initial

Administrator Initial

Travel Permission Form

It is necessary for student officers to travel with their advisers or a school approved chaperone to/from required Missouri FBLA functions. Under no circumstances will student officers be allowed to drive themselves or other officers to or from meetings, conferences, activities. All FBLA officers must adhere to their local school's student transportation and chaperone policies and procedures. Since the local adviser serves as a chaperone for the student officer while the student travels on FBLA business, the adviser and/or school approved chaperone must stay at the same hotel property as the student on all overnight trips. In instances where a local school policy does not permit a student to travel with a school employee, the guardian must assume responsibility for transporting the student to/from required Missouri FBLA functions. However, in these instances where a parent/guardian transports a student, the presence of the adviser is still required.

Candidate Full Name			
Guardian (please initial)	Adviser (please initial)	Administrator (please initial)	Statements of Agreement
_____	_____	_____	If approved by the guardian and local school system, the above named student may be transported by their local adviser or other school approved chaperone to, during, and from functions as part of their official responsibilities.
_____	_____	_____	If the above is not signed, I understand it is the adviser's responsibility to arrange with the parents and school administrator acceptable transportation options so that the officer is able to perform their official responsibilities.
_____	_____	_____	If approved by the guardian and local school system, the above named student may be transported with adult representatives of Missouri FBLA, to, during, and from functions as part of their official responsibilities.