

Middle School State Officer

<h2>Officer Candidate Guide</h2>	<p>OFFICERS FOR SCHOOL YEAR</p> <h1>26-27</h1>
<p>FBLA inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.</p>	<p>Service Education Progress</p>



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202-2027 Missouri FBLA Officer Candidate Important Dates

Division	Application Deadline	Notice of Acceptance	Campaigning
State Middle School	3/2/2026	3/6/2026	3/26/2026

Applications will be available beginning **September 18, 2025**.

Who is an Officer?

Being a Missouri FBLA Officer is a privilege afforded for only those members deserving of the experience. Being an Officer is not about being seen in the public eye or about gaining extra recognition but instead about serving the nearly 13,000 members of our organization. Being an Officer requires a great deal of work, effort, and sacrifices. In return, officers will be greatly rewarded by discovering an experience unmatched by any other. Officers also have the privilege of receiving many opportunities, training, and experiences that will last a lifetime.

Missouri FBLA Officers serve as ambassadors for our organization and for the State of Missouri. They also serve as representatives of their families, schools, and communities.

Position Responsibilities

Selecting an office is the first step in your campaign. The office you choose should be one that fits your skillset, contains responsibilities that will challenge you and encourage leadership development, and is representative of your experiences within the organization. Position responsibilities may be flexible depending on the state officers completing their program of work.

President

- Record the minutes for all called meetings
- Ensure all division activities are in line with the Program of Work
- Works with Election Coordinator for State Officer Elections

VP of Membership

- Acts as the chairperson for meetings in absence of the president
- Monitors active chapters at the statewide level
- Communicates with new chapters benefits of FBLA
- Responsible for assigning officers to local events
- Works to recruit colleges and universities to exhibit at SLC
- Reviews activities to be held at SLC
- Build connections in joint activities with other divisions

VP of Public Relations

- Manages State social media accounts
- Posts news articles submitted by local chapters to the State website
- Capture SLC memories through video and pictures
- Record the minutes for all called meetings
- Works with VP of Communications to appropriate store and log officer, adviser, and member contact information
- Logs all activities and completion dates against POW

Officer Expectations

All individuals who serve as State Officers are expected to meet certain requirements:

- State Officers must be members of active local chapters which participate in Missouri FBLA conferences and projects.
 - Officers whose chapters do not actively participate in Missouri FBLA conferences and projects will not be allowed to remain an officer.
- State Officers are expected to personally recruit 5-10 new members.
- State Officers are REQUIRED to attend ALL mandatory conferences and meetings.
 - Officers who cannot commit to ALL of the REQUIRED meetings should not apply. Officers who do not attend all of the required meetings will be removed from office.
- State Officers are required to complete assignments in a timely fashion.
 - State Officers who are late with assignments will not be assigned speaking parts at upcoming conferences and will lose some, if not all, of the financial benefits that come with serving as a State Officer.
 - State Officers are expected to submit their assignments to the highest level of quality possible. This requires the officers to make sure all assignments are proofread carefully by another party, are started early enough to exhibit the best effort, and are submitted at the most professional manner and style possible
- State Officers are expected to exhibit the highest level of character possible at all times. This includes actions in school, outside of school as well as their presence online.
- State Officers are expected to maintain an excellent school attendance policy while avoiding excessive tardiness.
- State Officers are expected to manage their school work and FBLA responsibilities so that academic grades do not suffer as a result of serving as a State Officer.
 - Officers whose grades suffer will be placed on probation and could be removed from office. Probation time period determined by State Adviser and/or State Officer Coach.
- State Officers are expected to complete other duties and assignments as assigned.

Removal of Office

If an officer is found to have acted against the Code of Conduct and Code of Ethics, the State Adviser and State Chair have the authority to enter into corrective action plans which may include removal from office. If an Officer is removed from Office at the Middle School Level, they will not be permitted to run for District, State, or National Office at the High School or Collegiate Level.

State Officer Financial Benefits

State Officer Uniform

Each Missouri FBLA State Officer will be provided with a State Officer Uniform. Most all items for the uniform are provided, but certain items will be the responsibility of the officer.

Provided	Officer Responsibility
Blazer	Belt
Dress Pant	Jeans with no holes
FBLA Tie	Dress Shoes
Nametag	White Shirt
Executive Team Polo	
Executive Team Shirt	
FBLA Patch	

Should an officer lose or damage any aspects of their uniform, it is their responsibility to replace the item at their own expense. All items provided to the officer, with the exception of the tie, will be given to the officer at the conclusion of their term. Items may be returned to Missouri FBLA if the officer wishes.

Conference Reimbursement

For any Missouri FBLA Conference, Missouri FBLA will cover the Officer's registration.

Expense Reimbursement

Anytime the officer travels on behalf of Missouri FBLA in Missouri, they are eligible for expense reimbursement. Fuel, food, and hotel stays are covered. Reimbursement forms and necessary receipts are due back to Missouri FBLA no later than 60 days after the conference/meeting ends.

Middle School State Officer Campaign Procedures

Candidate Eligibility

To be eligible to run for state office, applicants must meet the following requirements.

Candidates for All State Offices:

- Must be a current fifth, sixth or seventh grade student who is currently listed in Middle School FBLA paid membership
- Must have be in good academic standing with their school (verified through letter of support from principal)
- Must achieve the first level of the LEAD Awards

Application

All candidates must submit an application to Missouri FBLA, including:

- A short biography, including FBLA experience
- A high-quality headshot of the member in professional attire
- A signed letter of support from a parent/guardian
- A signed letter of support from a local chapter adviser
- Signed copy of the State Officer Handbook

Applications must be received by the stated deadline. All applications are submitted digitally via a WuFoo form.

Campaigning

The campaigning process for middle school includes a campaign speech and a campaign booth. Each candidate may speak for two (2) minutes at the Opening Session. During the middle school SLC, candidates may campaign using one (1) standard size tri-fold poster board that includes their platform and information about the candidate. Candidates are encouraged to arrive prior to registration opening to ensure set up time.

Elections

The State Adviser and current State President (should they not be running again for office) will oversee and conduct the entire election process at the State Leadership Conference.

- o A majority vote is required for election. If no candidate receives a majority vote on the first ballot, there will be a runoff.
 - For statewide elections, a runoff will be held between the two candidates who received the highest number of votes on the first ballot if more than two candidates and a majority was not reached on the preliminary vote.
- o Teller reports will be issued only upon written request to the state adviser seven (7) days after the election.

Dates & Deadlines

March 2, 2026 at 5 PM:

- Application must be completed and submitted using the online application form

March 6, 2026:

- Candidates will be informed if they are approved for State Office

March 26, 2026: State Leadership Conference

- Candidate Speeches
- Voting
- Officer Announcement & Installation at Awards of Excellence

State Officer Policies

Travel

Missouri middle school State Officers are required to travel with an adviser, school approved chaperone, or legal guardian at all times for Missouri FBLA functions. At no point is the Missouri Department of Elementary and Secondary Education the sole chaperone of students. An additional \$1,000,000 insurance policy is taken out each year to ensure the safety of officers when they travel.

Adviser of State Officer Responsibilities

Travel

Serving as the adviser to a middle school State Officer includes traveling with the officer to events, such as school visits and conferences. Should the adviser not be available, it will be the responsibility of the adviser to find a replacement that is school approved.

An adviser (or school approved chaperone) must travel with the State Officer to all functions, including at nearby local chapters. The adviser will be required to be out for the following functions in addition to those locally:

- Middle School State Officer Training
- Middle School Fall Leadership Experience
- Middle School SLC Bootcamp
- State Leadership Conference

Financials

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

Communications

The adviser will be cc'd on communications pertinent to the State Officers' success. The adviser should have regular, daily communication with the State Officer. The Middle School State Officer will receive a Missouri FBLA email address.

Conference Registration

The adviser is required to complete conference registration for themselves and the officers. Missouri FBLA will not register officers or advisers for any conference.

Communications

Phone

Communications via phone are important for officers, including phone calls and text messages. Officers must have access to a phone for communications both in school during business hours and in the evenings. Many schools have policies regarding cell phone usage, so working with administration to allow the officer to at least check their phone at lunch or during one course is important. Missouri FBLA will do their best to avoid disrupting the school atmosphere, but certain communications can only occur during business hours.

Email

Missouri FBLA provides each officer with an email address through Google Apps for Education. Officers will need access to this email at all times, as it is the primary form of communication. Installing the email access on one's phone is important to ensure the checking of email periodically throughout the day.

Social Media

Officers will have access to Missouri FBLA State social media, including Facebook, Twitter, Instagram, TikTok and Snapchat. Each officer will be required to provide input and work on the social media channels.

2026- 2027 Schedule at a Glance

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 State Officer are contingent of these activities.

Conference	Date	Location
Middle School State Officer Training	August 2026	TDB. A location will be selected based on the convenience of the elected MS State Officers
MS FLEX	September 2026	Jefferson City, MO
MS SLC Bootcamp	Jan-Feb 2027	Various Locations
State Leadership Conference	March 2026	TBD

Applications

All officer applications are accessible via the Missouri FBLA website located [here](#). Applications will be available beginning **September 18, 2025**.

Questions

For questions regarding the application, duties, or responsibilities of a Missouri FBLA State Officer, please contact State Adviser Jade Schmedding at Jade@Missourifbla.org