

State Officer Candidate – Method One Checklist

CANDIDATE INFORMATION

Name: _____

BEFORE APPLYING

- Candidate is an active member of Business Professionals of America
- Career Tech program is: *Business, Administrative Services, Management, Finance, Information Technology, Marketing or Entrepreneurship*
- Candidate's cumulative High School GPA is at **LEAST 2.5**
- Obtain permission from Regional Advisor/CEAC Rep for candidate to run for office

INTENT TO SCREEN

- Due October 2, 2015
- Choose the best appointment time (morning or afternoon)
- Email to Hamet.Ly@education.ohio.gov

APPLICATION PROCESS

- Due October 13, 2015 – all documentation needs to be scanned and emailed to Hamet.Ly@education.ohio.gov
 - Candidate Application – Method 1
100 word statement included (cannot be edited or changed once submitted)
 - Recommendation Form
 - Photo Release
 - Official High School Transcript
 - Local Advisor Letter of Recommendation
 - Candidate's Resume

ASSURANCES

- I will register for the Fall Leadership Conference
- I will attend the Candidate Briefing and Networking Session on November 18, 2015
This will require an overnight stay the night before FLC – candidate's room (for candidate and campaign manager only) is paid for by the Ohio Association.

SCREENING APPOINTMENT

- Arrive 15 minutes early to appointment time – dressed in professional attire.
- Plan travel carefully – there is construction near the hotel; check the OhioBPA.org website for updates.
- Upon arrival, check in with the registration desk and have picture taken
- Candidate and Advisor to move to assigned seating area.
- Candidate's **group** will have 15 minute *individual* interview AND a 15 minute *group* meeting with the Leadership Development coordinator (advisors welcome to group meeting)
- Candidate's **group** will all be escorted to testing and essay writing room – **1 hour time limit**

NOTIFICATION OF TOP TWELVE

- Top twelve candidates and advisors will receive a phone or e-mail message within 24 hours of screening.
- All twelve candidates, who are eligible and in good standing, can screen to become one of Ohio's two National Officer Candidates.



State Officer Candidate Intent to Screen

Applicant Information

Please consider me a screening candidate for the 2015-2016 State Officer Team.

Member Name: _____

Member's GPA: _____

Email: _____

Advisor Information

Advisor Name: _____

School: _____ Advisor's Phone: _____

Advisor's Email: _____

Region Information

Regional Advisor/CEAC Name: _____

Region Number: _____

Regional Advisor's Email: _____

Preferred Interview Time

Screening will take **one and a half hours** to complete, members are required to **check in fifteen (15) minutes** prior to their scheduled appointment time. All members will begin with an individual interview and a group session with the Leadership Development Coordinator, total time for this portion will be a half hour. The testing and essay will follow the interview/group session and have a **one hour time limit**.

8:45 – 10:30 a.m.

11:45 a.m. – 1:30 p.m.

Additional Information _____

Additional Information

Local Advisor:

- If the member requires special assistance or accommodations, please attach a description of the requirement.
- Key in the required information and send via email to Hamet.Ly@education.ohio.gov.
- Copy your CEAC Representative in the email.
- Handwritten forms will not be accepted.

If there are any questions, contact Amy L. Burris, State Advisor at Amy.Burris@education.ohio.gov or 614-466-5574.

Deadline for Intent to Screen: **October 2, 2015**



State Officer Candidate Application – Method One

Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Cell Phone: () _____ Graduation Year: _____

Email: _____

Chapter Information

Advisor Name: _____

School: _____ Region: _____

Advisor's Email: _____ Advisor's Phone: _____

Leadership

Share the leadership opportunities that you have participated in or are currently participating in for the following areas:

- Local BPA Leadership _____
- Regional BPA Leadership _____
- Other Leadership Activities _____

100 Word Statement

Why do you want to be a state officer (100 words or less)? This statement will appear on <http://www.OhioBPA.org> prior to Fall Leadership Conference and **you will not have an opportunity to edit it.**

The information provided on this application form is correct to the best of my knowledge.

Signature of Officer Candidate



Recommendation for State Officer Candidate

Applicant Information

Candidate's Name: _____

School _____ GPA: _____

Chapter Advisor

I certify that this officer candidate nominee is a member in good standing of Business Professionals of America, Ohio Association. The candidate meets or exceeds the requirements for candidacy stated in the 2015-2016 State Officer Candidate Handbook.

If elected as a state officer, I will assist the student in fulfilling his/her obligations as a member of the State Officer Team. I will oversee transportation and other travel arrangements for the officer's official Ohio Association functions. An advisor will accompany the officer to the National Leadership Conference.

Local Chapter Advisor's Signature: _____

School Administrator

The officer candidate nominee is a student in good standing in the school and community. The cumulative grade point average listed above is accurate. If elected to state office, the student will be released from school to attend all official functions of Business Professionals of America, Ohio Association. This includes allowing the elected officer candidate to attend and providing monetary support for the National Leadership Conference. I recommend this student as a candidate for state office.

School Administrator's Signature: _____

Printed Name: _____

Title: _____

E-mail: _____

Phone Number: _____

Parent/Guardian

Our son or daughter has our full support to become a Business Professionals of America, Ohio Association State Officer. If elected, we will support him or her in fulfilling assigned duties and assist him or her in abiding by the *State Officer Code of Conduct*.

Parent/Guardian Signature: _____

E-mail: _____

Parent/Guardian Signature: _____

Email: _____

Member/Candidate

If elected to the State Office Team, I will participate in all state officer required training, conferences, and other functions listed in the *State Office Candidate Handbook*. I will abide by the *State Officer Code of Conduct*.

Member/Candidate Signature: _____



State Officer Candidate Photo Release

Candidate Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Cell Phone: () _____

Release

I, _____, parent or legal guardian/custodian of _____ authorize Business Professionals of America, Ohio Association and/or its authorized agents to publicize my child's name, use videotapes, photographs, and publish or cause to be published information relevant to his/her achievements. This information may be used in local, regional, state or national publications of the agency listed above, released to appropriate newspapers and/or news publications, as well as division or department web site.

I authorize release of the above information as it relates to Business Professionals of America, Ohio Association activities.

Parent's Signature: _____

Printed Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Date: _____

Student Release (if 18 or older)

I give permission to Business Professionals of America, Ohio Association to use my name and photograph for the purpose of publicizing programs administered by Business Professionals of America, Ohio Association on the Ohio Association or National BPA web sites.

Candidate's Signature: _____

Printed Name: _____

Date: _____