

KENTUCKY FBLA OFFICER SCREENING PROCEDURES

1. The screening of candidates will be done during conference registration at a time set by the State Adviser.
2. The State Officers, with the assistance of their adviser, will be responsible for screening the candidates seeking their office.
3. The candidate's adviser **must be** present during the screening process.
4. Provide the candidates with a list of the duties and responsibilities they will be expected to assume if elected. The State Officers will also briefly describe the functions they carry out throughout the year.
5. The officer should ask for a commitment from the candidates and their advisers and make sure they understand the responsibilities of the office and will make every effort to carry them out. Explain that attendance at the following activities is **required** and that failure to attend could result in being replaced:
 - a. State Officer Training preceding the Pre-NLC in June (officer only)
 - b. State Executive Council meeting the day before Pre-NLC and morning of Pre-NLC (officer and adviser)
 - c. Combined Career and Technical Student Organization State Officer Training in June—State Officer only
 - d. National Leadership Conference
 - e. State Officer Workshop preceding Leadership Development Camp (officer only)
 - f. First session of Leadership Development Camp (officer and adviser)
 - g. Second session of Leadership Development Camp (officer only)
 - h. National Fall Leadership Conference
 - i. All State Executive Council meetings including those at Pre-NLC, Leadership Camp, in the fall, in the winter, and at the State Leadership Conference (officer and adviser)
 - j. State Leadership Conference (officer and adviser)
6. If time permits, you might ask them a question about FBLA such as what they think is the most important goal, about their experience for the office they are seeking, etc.
7. Provide all candidates with a copy of the campaign guidelines and installation ceremony.
8. Allow time for the candidates and their advisers to ask questions.
9. End the screening on a positive, encouraging note.