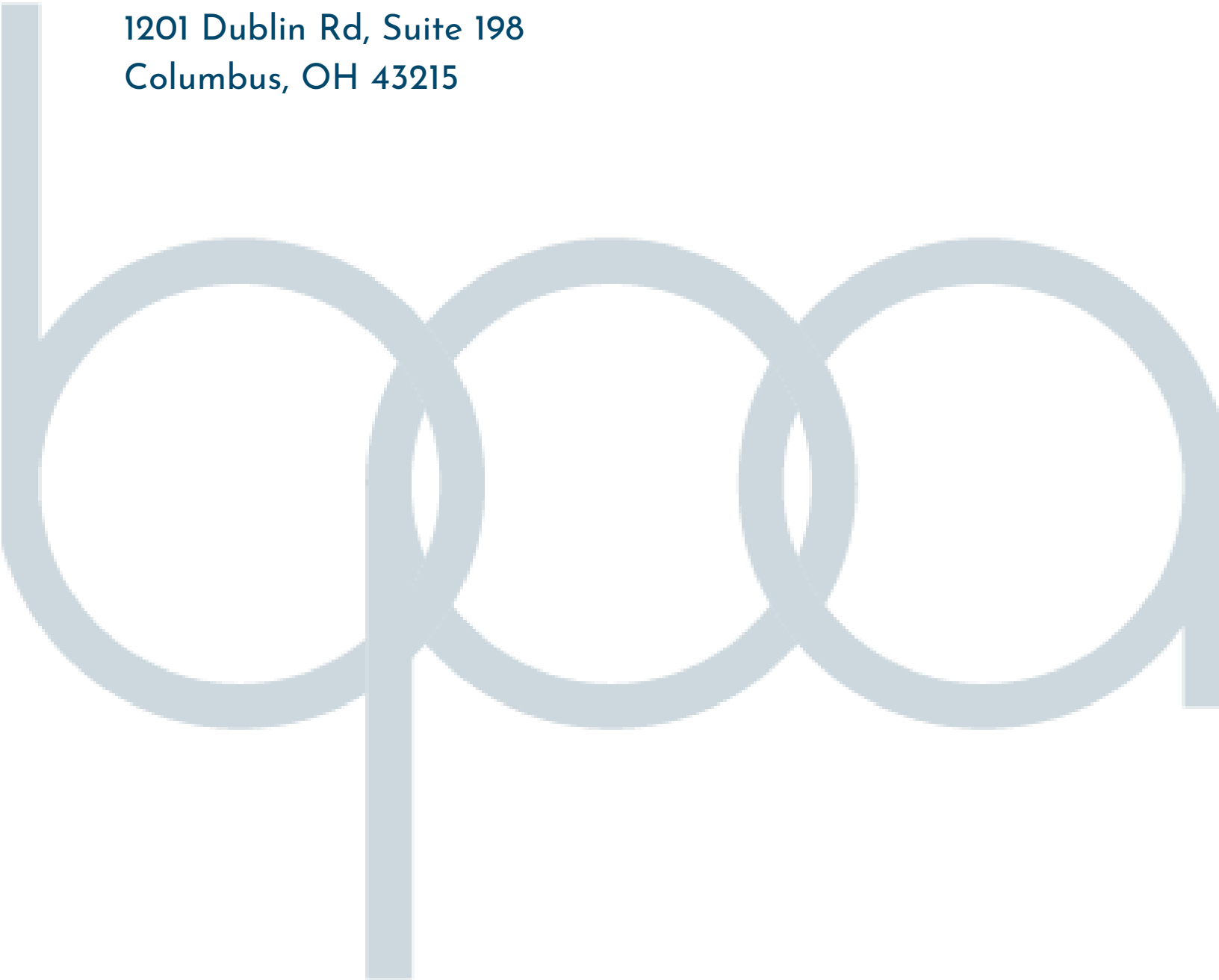


Executive Officer Candidate Guide 2024-2025

www.bpa.org

1201 Dublin Rd, Suite 198

Columbus, OH 43215





**BUSINESS
PROFESSIONALS
of AMERICA**

**Giving Purpose
to Potential**

Dear Prospective Executive Officer Candidate:

We greatly appreciate your interest in exploring the possibility of running for office with Business Professionals of America (BPA) and helping serve our members.

Executive officers can make an incredible impact. Members of both the Secondary and Post-secondary divisions of BPA can serve as executive officers. Together, they serve as an executive council to act as a voice for our more than 50,000 members throughout 45 states and our international members. Additionally, these passionate student leaders serve as brand ambassadors for BPA by helping improve and promote all our programs and resources, which ultimately helps each member maximize their BPA journey and prepare for their future.

Serving as an executive council member will allow you to develop your skills as a servant leader further, enhance your communication and human relations experiences, and ultimately be an advantageous experience that will help you maximize your long-term success.

Serving as an executive officer is considered a prestigious honor and distinct privilege, requiring exceptional dedication and commitment to accomplish multiple goals and objectives throughout the membership year. This opportunity also demands a significant amount of time, the ability to meet high expectations, the capacity to establish measurable goals, superior communication skills with multiple stakeholders, and the willingness to operate as a member of a highly efficient team. An integral part of the success of BPA is dependent upon the determination, devotion, and supreme professionalism of the executive council.

Before making a final determination on whether to proceed with this process, please take a few minutes to ask yourself the following questions:

- Have you served as a chapter, regional, or state association officer?
- Do you view yourself as a servant leader?
- Do you have high moral standards and operate with dignity and transparency?
- Do you care less about individual titles and more about team success?
- Do you work well within a team and can collaborate positively, even when your opinion may differ from the team?
- Are you willing to place the overall success of BPA above any personal goals?
- Do you have 5-10 hours per week to dedicate to BPA?
- Do you excel in organizational skills and time management?
- Do you pride yourself on providing timely and professional communications?
- Are you comfortable receiving constructive feedback and being held accountable?

If you answered "Yes" to all these questions, you likely have the experience and desired traits necessary to be a successful executive officer for BPA.

Should you have any questions throughout this process, please get in touch with me at smathie@bpa.org.

Best,

Scott Mathie
Leadership Development Specialist



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General Information

Important Reminders

The deadline to apply and all supporting documents and forms is the first Friday of March each year. To be considered for candidacy on the 2025-2026 executive council, the application deadline is **March 7, 2025**. To access the application, visit <https://members.bpa.org/students/run-for-executive-council/>. **The online application will open on Monday, January 13, 2025.**



- Prospective candidates who submit incomplete applications or do not meet the application deadline will be automatically eliminated from consideration.
- After submission of your application, all prospective executive officer candidates will take the "Officer Candidate Exam" as part of the application process. A minimum score of 70 must be achieved to qualify as an official candidate.
- It is highly recommended that each prospective candidate prints the "Application Checklist" in the Forms section to help them ensure that all the required documentation is completed.
- All supporting documentation and forms must be typewritten. No handwritten documents will be accepted.
- Electronic official transcripts are acceptable.

Purpose

This Executive Officer Candidate Guide aims to provide important information and address questions about eligibility, campaigning, and election procedures for prospective executive officer candidates.

Policy and Procedures

This guide outlines all information applicable to prospective executive officer candidates in the Secondary and Post-secondary membership divisions.

This guide was based on the following Business Professionals of America governing documents, all of which can be downloaded at <https://bpa.org/about-us/governance/governing-documents/>.

- Policies and Procedures Manual (updated **October 1, 2024**)
- Secondary Division Bylaws (amended **May 2022**)
- Post-secondary Division Bylaws (amended **May 2022**)

Executive Council Definition and Role

Executive officers serve in specific positions within the Secondary or Post-secondary BPA division. Collectively, they are referred to as the executive council. These elected student members shall operate as a high-performing team dedicated to the welfare of their respective divisions and the

success of all members. During their term, they represent the national organization at various conferences and meetings and can make recommendations to the National Board of Trustees.

Secondary Division Executive Council

The executive council for the Secondary Division is comprised of up to six (6) officer positions, including:

- | | |
|--|---|
| <ul style="list-style-type: none"> • President • Vice President • Secretary | <ul style="list-style-type: none"> • Treasurer • Historian • Parliamentarian |
|--|---|

Post-secondary Division Executive Council

The executive council for the Post-secondary Division is comprised of up to four (4) officer positions, including:

- | | |
|---|--|
| <ul style="list-style-type: none"> • President • Vice President | <ul style="list-style-type: none"> • Secretary/Treasurer • Parliamentarian |
|---|--|

Executive Officer Duties and Responsibilities

General Duties:

Each elected officer shall serve their respective division in any capacity as directed by BPA, as outlined within published BPA governing documents, or as instructed by the executive council. Each executive officer shall also commit to being a positive BPA brand ambassador and consistently promoting the general welfare of Business Professionals of America.



The executive council's goal is to advocate, educate, motivate, and inspire all BPA student members, advisors, educators, staff, and other key stakeholders to achieve the mission of Business Professionals of America.

Each executive officer shall serve a one (1) year term that begins once they are officially elected at the National Leadership Conference and concludes at the closing of the following National Leadership Conference.

Each executive officer will spend approximately 5-10 hours per week planning and executing the division Program of Work, actively participating in assigned sub-committees, responding to member inquiries, and other mission-critical tasks. It is essential to realize that, although academics remain the top priority, you must catch up in your responsibilities to BPA members. Below is a listing of some typical responsibilities that each executive officer should be willing to adhere to:

- Collaborate, develop, and implement a divisional Program of Work.
- Communicate regularly and promptly with the executive council, leadership development specialist, national staff, membership, and other key stakeholders.
 - the expected response time is within 24 hours.



- Attend and participate in all divisional and combined team meetings.
- Treat fellow officers with respect and value their opinions.
- Provide guidance, leadership, and inspiration to all members.
- **Each officer must represent the membership's views, not only those of any individual officers, their chapter, or their state association.**
- Forward all service requests to the leadership development specialist for consideration and scheduling.
- Notify the leadership development specialist immediately of circumstances preventing the progress of any assignment.
- Develop a motivational or inspirational message for student members.
- Develop a signature workshop presentation.
- Maintain BPA brand standards in person and online (social media, email, etc.).
- Wear professional attire to all functions when representing BPA.
- Travel, as requested, to promote BPA at various conferences and meetings.
- Abide by the Code of Ethics established by the National Board of Trustees.

BPA Brand Ambassadors

In addition to representing student members, executive officers represent the BPA brand. They must communicate the BPA brand, mission, vision, and critical organizational goals to all stakeholders. As representatives of the organization, executive officers must abide by specific rules and expectations, including projecting a professional image, using proper etiquette, and constantly interacting positively.

Other specific duties based on each position include, but are not limited to:

President:

- Preside over all divisional business meetings.
- Create and distribute meeting agendas.
- Make all necessary committee appointments and individual assignments.
- Manage and report progress on the team's Program of Work.

In presiding over meetings, the **President** should adhere to the following:

- Arrive before the scheduled meeting time to ensure everything is ready for the team.
- Always have an agenda prepared and distributed in advance of each meeting.
- Call the meeting to order.
- Follow the agenda and bring up items in their logical order, lead all discussions, and prevent team members from breaking into separate side conversations.
- Keep the team on topic and keep things running on time.
- Speak clearly and audibly.
- Maintain order within the meeting.
- Summarize what has been stated to get a decision on a topic.



Board of Trustees Representation

As a student-focused organization, Business Professionals of America provides a unique experience not offered by any other Career and Technical Student Organization (CTSO). While serving as the Presidents of the Secondary and Post-secondary divisions, both Presidents also serve as ex-officio voting members on the National Board of Trustees. While this is an inspiring and rewarding opportunity, the Presidents must have more time to commit than other officers, be willing to understand our guiding governing documents better and conduct themselves with the utmost professionalism and discretion.

Vice President:

- Serve in any capacity as directed by the division President or leadership development specialist.
- Serve as an ex-officio member on all sub-committees.
- Accept and fulfill the responsibilities of the President as occasions may demand.
- Manage the approval of Torch Award submissions.
- Develop and implement team-building projects.

Secretary:

- Serve in any capacity as directed by the division President or leadership development specialist.
- Record the roll and minutes of all divisional business meetings.
- Edit and distribute completed minutes to the executive council and leadership development specialist for review within one (1) week of each meeting's conclusion.
- Call a meeting to order in the absence of the President and Vice President.

Treasurer:

- Serve in any capacity as directed by the division President or leadership development specialist.
- Manage fundraising efforts for respective divisions.
- Provide regular financial updates related to divisional fundraising goals to the executive council and leadership development specialist.

Historian:

- Serve in any capacity as directed by the division President or leadership development specialist.
- Maintain records and files that will be used to document and highlight the executive council year-in-review.
- Maintain and support the online presence of the executive officers.
- Supply material or articles to be published by BPA media outlets.



Parliamentarian:

- Serve in any capacity as directed by the division President or leadership development specialist.
- Serve as special advisor to the President and other executive council members on all matters related to parliamentary procedure.
- Ensure reference materials about parliamentary procedure are available for each meeting.
- Have a solid understanding of divisional bylaws and other governing documents.
- Watch for significant irregularities in parliamentary procedure and call them to the attention of the President or committee chairperson.

Executive council members are not permitted:

- To concurrently serve as a regional or state level officer with BPA, nor as a regional, state, or national level officer for any other CTSO.
- To serve as a judge for any BPA event at the regional or state level during their term of office.
- To be involved with or support - in any capacity - a chapter, regional, state, or BPA candidate's campaign.
- To personally endorse any person, product, or service on behalf of BPA other than those persons, products, or services that BPA approves.
- To accept any personal benefits or payments for services performed as a BPA executive officer.
- To obligate BPA for funds or services of any nature.





State Approval Information

State Eligibility

Each state association may nominate a maximum of two (2) executive officer candidates per membership division annually (Secondary and Post-secondary).

Screening Procedures

If a state association has more than two (2) candidates within a division interested in running for office, it is the responsibility of the state association to develop the screening procedures to determine the maximum number of candidates allowed.

State Advisor Role

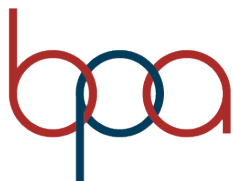
The respective state advisor for each executive officer candidate plays an essential role during the application process. We highly encourage state advisors to work side-by-side with each of their approved candidates to ensure that all application components are completed accurately and uploaded by the required deadlines. State advisors should also ensure that candidates understand the full scope of each officer role in which they are interested and have the time to fulfill the responsibilities associated with each position.

State Advisor Responsibilities

- Review forms and materials of all candidates and screen as necessary to meet the maximum number of candidates allowed per association.
- Connect with the chapter advisor to ensure they assist the candidate in completing all application requirements.
- Approve all materials and provide the candidate a letter of recommendation from the association that they will submit with their other materials by the deadline.
- Support the candidate, once approved, in their preparation for election activities at NLC.

Executive Officer Support

If a candidate from their association is elected to serve as an executive officer, we ask that the state advisor be willing to support them and commit to helping hold them accountable throughout their term in office. We aim to partner with state advisors to ensure this is an enriching and beneficial experience for their association representative. The leadership development specialist will keep state advisors informed on all essential team communications and any specific situations that may arise with executive officers from their association.



Candidate Information

Eligibility Requirements

The student candidate must meet the minimum requirements outlined below to be eligible to run for the executive council.

Approval of State Association

Any executive officer candidate residing in a chartered state association must receive written approval via letters of recommendation from the state advisor and chapter advisor. Please remember that each state association may have specific requirements when selecting or approving executive council candidates.

Any executive officer candidate who resides in a non-chartered state association or is a member of an independent chapter or the national virtual chapter must receive written approval from the chapter advisor via a letter of recommendation. The candidate will submit the letter of recommendation as part of the application process.

Active Member

An executive officer candidate must be a member in good standing, with membership dues paid by the national membership deadline.

Leadership Experience

An executive officer candidate must currently or previously serve as a chapter, regional, or state association officer within BPA. While on the executive council, an executive officer may not serve in any other leadership capacity, including serving as an officer at any level for BPA or with any other student organization.

Enrollment

- **Secondary**—The candidate must enroll in an approved career and technical business education, information technology, or office education program. Every elected officer must be enrolled in an accredited secondary or postsecondary institution for the entire executive council term.
- **Postsecondary** – The candidate need not be a full-time student if enrolled in an association-approved (or accredited by the appropriate association agency) program for business, business and office, information technology, or business education. Every elected officer must be enrolled in an accredited post-secondary institution for their entire term on the executive council.



Grade Point Average

- **Secondary** - The candidate must have a cumulative 2.75 grade average based on a 4.0 scale (official school transcript required). If elected, the executive officer must maintain a cumulative GPA of at least 2.75, as well as not having a term GPA below 2.5. Documentation will be requested by the leadership development specialist to ensure that the officer maintains these GPA requirements throughout their term. Failure to maintain this requirement will result in removal from office.
- **Postsecondary** - The candidate must have a cumulative 2.75 grade average based on a 4.0 scale (official school transcript required). This GPA requirement is cumulative for the past two terms. If elected, the executive officer must maintain a cumulative GPA of at least 2.75, as well as not having a term GPA below 2.5. Documentation will be requested by the leadership development specialist to ensure that the officer maintains these GPA requirements throughout their term. Failure to maintain this requirement will result in removal from office.

Maximum Terms

An elected executive officer can serve a maximum of two (2) terms in office per division.

Application Procedures

Executive officer candidates **DO NOT** declare or campaign for a specific officer position. When completing the online application, each candidate will rank their preference of offices.

- If approved as an official candidate, each executive officer candidate will solely campaign for the opportunity to serve Business Professionals of America on the executive council.
- The six (6) secondary candidates and the four (4) post-secondary candidates who will receive a majority vote will be placed in specific offices by the Placement Committee.

Executive Officer Candidates residing in State Associations

- By the established deadline, each candidate shall fully complete and upload all required materials and forms outlined in the "Application Materials" section.
- The state advisor shall approve all materials and provide the candidate a letter of recommendation that they will submit with their application by the established deadline.
- Each approved candidate must maintain a copy of all submitted materials and shall bring printed copies to the National Leadership Conference.

Executive Officer Candidates residing in Non-Chartered State Associations

- Each candidate shall fully complete and upload all required materials and forms outlined in the "Application Materials" section by the established deadline.



- The chapter advisor shall approve all materials and provide the candidate a letter of recommendation that they will submit with their application by the established deadline.
- Each approved candidate must maintain a copy of all submitted materials and shall bring printed copies to the National Leadership Conference.

Application Materials

All executive officer candidate materials and required forms will be uploaded electronically. The online application can be accessed by visiting <https://members.bpa.org/students/run-for-executive-council/>.

The following information and forms are required to be completed and uploaded by each executive officer candidate:



Executive Officer Application

- This is primarily personal information on each candidate

Professional Digital Color Photo

- Professional business attire required (BPA branded professional dress not necessary)
- Photo should be taken in portrait orientation and cropped to a square
- Photo dimensions should be a minimum of 600px X 600px
- Uploaded JPG or PNG file must be 2MB or less

Letter of Application

- This letter shall list the reason(s) the candidate would like to serve as an executive officer for Business Professionals of America. The letter should be addressed to Mr. Devin Alexander, interim executive director/CEO.

Candidate Official Statement

- The candidate statement should be 100 words or less and include:
 - Name
 - Why they wish to be a candidate for executive council
 - DO NOT reference a specific office

Official School Transcript

- This transcript should include grades of all subjects taken the previous year and the first semester or quarter of the current year.



Candidate Résumé

- The candidate résumé should include a career objective, and any experience related to BPA, community service, leadership, etc.
- Must be submitted as a PDF.

FAQ Responses

- These responses will be posted prior to the National Leadership Conference to allow members to learn more about you and your platform.
- Each response should be 50 words or less. Answers that exceed 50 words will be cut-off at the required 50-word mark.

Letters of Recommendation

It is the candidate's responsibility to request and submit two letters of recommendation, one from their chapter advisor and the other from the state advisor, both of which should be provided to the candidate so that they may be submitted by the established deadline. If a prospective candidate resides in a non-chartered state association, they will only need a letter of recommendation from their chapter advisor.

- Chapter advisor letter of recommendation (all candidates)
- State advisor letter of recommendation (candidates from state associations)

Campaign Expense Report

- The Campaign Expense Report is submitted at the Election Briefing Meeting at NLC.
- A maximum expenditure of \$200.00 is allowed for campaign materials.
- If there is no campaign rally, expenses are limited to only business cards, which can be distributed as outlined.
- The report should include a complete itemized list of all expenses related to a candidate's campaign.
- All donated materials must be included in the itemized list of expenses and listed at the fair market value.
- Candidates are allowed to use a computer or tablet during their campaign rally. The computer will need to be listed on the expense report as an item used but the cost will not be included as an expenditure.
- Each candidate will be allowed to provide one easel that does not have to be added to the expense report.
- No matter the actual costs, copies will be listed on the expense report at \$0.05 each for black and white copies and \$0.25 each for color copies, with pictures listed as \$0.10 for 4x6, \$0.25 for wallet, \$0.60 for 5x7, and \$2.50 for 8x10 for each picture used. Other sizes will be listed per market value.



- ***Failure to submit or declare any items on your itemized expense report will be reviewed by the leadership development specialist and may result in immediate disqualification of the candidate.***

Candidate Recorded Video

Candidates will submit a video no more than 30 seconds in length to make themselves familiar to members and voting delegates. The candidate will provide a brief introduction and share why they are running for executive office.

- The video may only include simple text graphics such as your name and highlighting any main points. Videos may not include music, edited images, special effects, or any other kind of editing other than basic text and simple cut edits.
- Upload your candidate video to YouTube, Vimeo, Google Drive, Dropbox, or another online sharing service and include the shareable link. **Be sure that any share access enables that "Anyone with the Link may Access".**
- Videos will be posted online by the National Center on the Monday prior to NLC along with the 100 Word Statement and Social Media Responses.
- If there are individuals other than the candidate present in the campaign video, a release form needs to be submitted. A written release form shall be obtained by candidates from any individual whose work, name, likeness, or personal information is used as part of a candidate video submission.
- **Any videos that exceed the time limit or fail to meet the specified criteria will not be uploaded.**

Signed Executive Officer Code of Ethics Form

- Each candidate will review this form from the online application and will electronically sign stating that they have read, understand, and agree when completing their application.

Candidate Signed Statement of Understanding of Meeting Requirements

- Each candidate will review this form from the online application and will electronically sign stating that they have read, understand, and agree when completing their application.

Signed Executive Officer Causes of Removal Form

- Each candidate will review this form from the online application and will electronically sign stating that they have read, understand, and agree when completing their application.



Candidate Signed Executive Officer Social Media Contract

- Each candidate will review this form from the online application and will electronically sign stating that they have read, understand, and agree when completing their application.

Candidate Signed Grievance Contact Information Form

- Each candidate will review this form from the online application and will electronically sign stating that they have read, understand, and agree when completing their application.

Officer Candidate Exam

All prospective candidates will be required to take the "Officer Candidate Exam" and score 70% or above to be eligible for candidacy. This exam will be scheduled once all other candidate materials have been approved. The exam will be proctored by the leadership development specialist or another member of BPA staff and must be taken by the established deadline communicated to candidates. The "Officer Candidate Exam" will consist of fifty (50) selected response questions and cover information from the following areas:

- The current year's Executive Officer Candidate Guide - 30%
- The current year's Merit Scholar Study Guide (available on BPA Member Gateway) - 60%
- General leadership and professionalism questions - 10%

Application Review

It is very important that you use extreme care when completing all required materials and ensure that all entries are free from errors.

- Each application and supporting materials will be thoroughly reviewed by the leadership development specialist for accuracy and completeness, based on the requirements outlined within each component.
- Candidates who submit incomplete or late application forms and materials **WILL BE** automatically eliminated from consideration as a candidate.

Notification of Candidacy

To move forward as an official candidate, individuals must adhere to all guidelines defined within each corresponding document and ensure all required materials are submitted no later than the established deadline. Individuals should also ensure documents are completed fully and free from errors.

Once these items are approved, individuals will be contacted to schedule the "Officer Candidate Exam." If the exam is completed with a passing score, an email notification from the leadership development specialist will be sent stating official approval as an

executive officer candidate. Each candidate's respective state advisor and/or chapter advisor will also be copied on the correspondence.

TIP: Do not wait until the last minute to upload items as one can never be sure if/when technology may fail, an emergency may arise, or other unexpected or uncontrollable circumstances occur.

Campaign Regulations

- The candidate, those campaigning on the behalf of the candidate, association voting delegates, members, advisors, and state advisors must observe all campaign regulations.
- Failure to follow the campaign regulations by the candidate, or someone campaigning on behalf of the candidate, may result in disqualification of the candidate.

Campaign Manager

- Secondary executive officer candidates are required to arrange for and name a campaign manager. Though not required, it is also strongly encouraged for post-secondary candidates.
- The campaign manager must be a current, dues-paid, and active member in good standing of the same division as the candidate.
- The campaign manager will head the entire campaign for the candidate and must attend the campaign briefing meeting with the candidate.

Campaigning Prior to National Leadership Conference

- No campaigning may be conducted prior to NLC except through the social media guidelines established by BPA.
- Within the candidate application, candidates will submit responses to questions that will be posted to social media platforms by BPA the Monday before NLC. **At this time, candidates and campaign managers may utilize social media platforms to announce candidacy. No other campaigning is allowed prior to NLC.**

Campaigning On-Site at the National Leadership Conference

- No campaigning may be conducted prior to the Opening Session except for announcing your candidacy on approved social media platforms as outlined above.
- Candidates will be introduced during the Opening Session. Following the session, candidates AND campaign managers visibly wearing the designated "executive officer candidate" and "campaign manager" ribbons may begin campaigning and are only allowed to distribute business cards. **Only the candidate and/or the campaign manager may distribute business cards and campaign.**
- Business cards must be the standard size of 3.5"x 2.5" or smaller.

- All materials, except for business cards which can be distributed only by the candidate and the campaign manager, must be contained within the Campaign Rally Room.
- Campaign materials may not be distributed, displayed, or posted at any time anywhere else throughout the conference property.

Campaign Rally Guidelines

- Helium balloons, glitter, confetti, or stickers of any kind are not permitted in the Campaign Rally.
- Each candidate will be provided with space, including one (1) table and two (2) chairs, to set up and distribute campaign literature. Spaces will be randomly assigned by the national staff.
- Posters may be hung on the table or displayed on an easel next to the table.
- Candidates must supply their own easels. As a reminder, the first easel does not have to be listed on your expense report. Any additional easels must be listed on the expense report at market value.
- Only the candidate and the campaign manager may actively campaign during the Campaign Rally.

Officer Elections Grievance Policy

- A grievance may be filed by any member by completing the Grievance Form.
- The Grievance Form must be completed and submitted to the leadership development specialist by the state advisor or designee within (1) hour of the referenced grievance.
- Grievances concerning campaign procedures will be handled by the Grievance Committee which is composed of two (2) members of the board of trustees, two (2) current executive officers, two (2) chapter advisors, and the BPA executive director/CEO. The committee has the authority to disqualify candidates or take other disciplinary action deemed necessary based on the infraction.
- The candidate, chapter advisor, and state advisor or designee will be informed of the nature of the grievance and given the opportunity to respond immediately, prior to any action being taken against the candidate.



Social Media Guidelines

Social Media Accounts & Campaigning

It is not a requirement that executive officer candidates establish new social media accounts for the purpose of campaigning or while serving as an officer. A candidate's existing social media accounts may be used for campaigning. However, if a candidate wishes to set up new accounts, it is acceptable to do so. Only the accounts identified by the candidate and submitted in the application may be used for social media campaigning, whether the candidate has additional accounts or not. Candidates may campaign on only one account per social media platform and may not link or otherwise direct BPA members to other existing accounts or profiles. This would be considered leveraging multiple accounts on a single platform, which is not permitted.



Instagram Stories are permitted only if the “highlights” feature is used to archive stories. It is important that you add each story at the time of posting to a highlight on your profile and use “Campaign” as the title of your highlight.

Candidates and their campaign managers should not engage in any campaign activity via direct or private message. Candidates may engage members and voting delegates publicly on any of the approved platforms when the social media campaigning is authorized to begin.

State Association Support for Candidates

The candidate's state association may provide support on approved social media platforms under the direction of the state advisor. *Support from a state association is permitted only after the official announcement of candidates the Monday prior to the start of NLC.*

Social Media Posts, Retweets, Comments, and Likes

When posting, commenting, or otherwise engaging with social media, individuals should remember that they are representing their chapter, state association, and BPA. Candidates, and those campaigning on behalf of the candidate, are expected to portray themselves, and the organization, in a positive manner always. Campaign-related social media posts should be about the candidate themselves; candidates should not post about other candidates at any time.

Direct Message Pre-Approved Responses

It is likely that candidates will receive direct messages from members during the social media campaigning period of the executive officer elections. Direct engagement through private communication mechanisms, such as direct messages, is strictly prohibited and candidates who engage beyond the pre-approved responses provided by BPA may face disqualification.



To ensure that all messaging is consistent, the approved responses below should be sent by candidates and/or campaign managers in the event a direct message is received:

1. Thank you for your message. As an executive officer candidate, I am not permitted to engage in direct message communications with members as part of my social media campaign. I invite you to engage publicly and let your voice be heard by all members and candidates.
2. Thank you for your message; however, I am unable to engage in a direct message communication as part of my social media campaign for executive council. This is the only response that you will receive through direct message by me or any other BPA executive officer candidate or campaign manager to ensure fairness throughout the election process. I would love to answer your questions in person; please stop by during the campaign rally!



Candidate Pre-Submitted Materials

Materials that are submitted with the application with the intent to be posted on the election website (candidates.bpa.org) are authorized to be posted by the candidate on their social media campaign accounts during the authorized period for using social media.

Candidate Websites

Candidate websites will not be permitted for campaigning during the election campaigning period. This includes linking to any external documents, link pages, and websites outside of candidates.bpa.org and the social media accounts submitted by the candidate for campaign use.



Social Media Specific Posting Guidelines

*Business Professionals of America reserves the right to require any candidate to remove any post(s) immediately based on any reason listed or not listed below.

PERMITTED	NOT PERMITTED
<ul style="list-style-type: none">• Use one account per social media platform for campaigning.• Share/Post videos, photos, text, and graphics containing campaign materials.• Encourage members to visit your social media platforms.• Encourage members to visit candidates.bpa.org.• If requested, connect with members' accounts by accepting friend or follow requests and following their accounts.• Mention/tag other individuals/ accounts.• Comment on posts from other candidates without endorsing the candidate.• Use of Instagram Stories as outlined.• Go "Live" on a social media platform. Live video must be recorded and immediately posted onto that platform's feed following the live stream ending.	<ul style="list-style-type: none">• Engage in private, direct messaging.• Establish groups with any individuals.• Endorse or support any other candidate from either division.• Utilize any paid or unpaid versions of boosting or promoting posts on social media platforms.• Link or otherwise direct BPA members to other sites or personal accounts or profiles not serving as the official Facebook, Twitter, and/or Instagram campaign accounts.• Utilize social media platform features including Polls, Quizzes, Sliding Scales, Question Boxes, Events, Rooms, Stories on other platforms (with exception of Instagram Stories as outlined).



Election and Voting Process

Association Voting Delegate Allocation

Student members within each state association can actively participate in the election process at the National Leadership Conference as a voting delegate.

Each state association is allocated a total number of voting delegates based on the specific formula outlined in the *Business Professionals of America Policies and Procedures Manual* (Article XI, Section E – Voting Procedures).



Voting Delegate Responsibilities

Voting delegates play an important and vital role in the election of executive officers. Therefore, it is crucial that all voting delegates, including alternate voting delegates, understand and agree to fulfill the following responsibilities:

- Read this guide thoroughly; ask questions as necessary and abide by all campaign/election regulations.
- Wear your voting delegate ribbon to all official meetings related to the election process.
- Attend all campaign and election sessions, including:
 - Campaign Briefing Meeting (head voting delegate only)
 - Opening General Session
 - Business Meeting
 - Campaign Rally
 - Primary Election (if needed)
 - State Caucus Session
 - General Election
- Plan to arrive early to all required sessions.
 - Associations may lose votes should their voting delegate(s) not be present at the designated time and location of a required session. If a voting delegate is not present, only a designated alternate voting delegate that is present can replace them for the remainder of the election process. If no designated alternate is present, that vote will be forfeited.
 - Alternate voting delegates will be seated in the designated area and will be called upon to replace a voting delegate only if necessary.
- Votes are cast electronically, so be sure to have your own charged device that will allow you to access the internet (e.g., smartphone, tablet, computer, etc.).

Voting Delegate Roll Call

State association voting delegates must be present for roll call in any session involving the executive officer election process.

When the state association's name is called to verify roll:

- All voting delegates will stand and remain standing until an official count is verified and delegates are advised to be seated.
- The head voting delegate will walk to the microphone and announce:
 - o State association
 - o Number of voting delegates present

Primary Election Procedures

If there are twelve (12) or more candidates for either division, a primary election and campaign rally will be held. The primary election ballots will be cast electronically once the divisional business meeting has concluded, and the campaign rally has begun. All registered conference student delegates may vote. If there are eleven (11) or fewer candidates, there will be no primary election or campaign rally for that division.

- **Ballot Information:**
 - o The ballot will contain the names and pictures of all qualified candidates for office.
 - o Students must vote for the number of candidates designated on the ballot. Ballots cast for more than or less than the designated number will be void and not counted:
 - **Secondary Division:** Each delegate will vote for six (6) candidates.
 - **Post-secondary Division:** Each delegate will vote for four (4) candidates.
- Results will be prorated based on the number of voting delegates allocated to each state association.
- **Results:**
 - o Once it is verified that all votes have been cast and results have been tabulated, the results will be shared out through BPA social media platforms and posted at NLC headquarters.
 - o The top ten (10) candidates receiving the most votes in both the Secondary and Post-secondary Divisions will become finalists and advance to the general election.

General Election Procedures

The general election ballots will be made available immediately following the conclusion of the state caucus sessions. Only association voting delegates may vote. Once voting opens, all votes must be cast within fifteen (15) minutes. Any votes not submitted within this time frame will be lost.

- **Ballot Information:**
 - o The ballot will contain the names and pictures of all finalists.
 - o Voting delegates will vote for six (6) candidate finalists for the Secondary Division and four (4) candidate finalists for the Post-secondary Division.

- **Second Ballot Information** (if necessary):
 - In the event of positions remaining open after the first ballot due to an insufficient number of candidates receiving a majority of the votes, a second ballot shall be submitted to the voting delegates immediately following the first ballot.
 - The second ballot shall contain the top candidates at a number determined by the number of open positions remaining on the officer team plus one additional slot.
 - On the second ballot, the voting delegates are not required to cast any specific number of votes.
 - If a majority is not received on the second ballot, the position remains vacant.
- **Results:**
 - For offices, the top six (6) vote receivers for the Secondary Division and top four (4) vote receivers for the Post-secondary Division will be on the new officer team.
- **Placement Committee:**
 - Each candidate will be interviewed by a Placement Committee. This committee will include two (2) Board Members, leadership development specialist, executive director, one (1) former executive officer, and one (1) alumni member.
 - As outlined in the BPA Policies and Procedures Manual, the purpose of the Placement Committee is to place officers, once elected by the voting delegates, in the executive council position that best fits their skill sets and leadership potential.



Election Meetings and Sessions

All executive officer candidates are required to attend each of the following sessions related to the election process. Should a candidate be absent from any session, they shall be disqualified, unless it can be proven that there were circumstances beyond their control that led to the absence.



Election Briefing Meeting

This session will inform voting delegates about important election procedures and allow them to ask any questions they have regarding the election process. Additionally, any election materials, including voting delegate ribbons, will be distributed to the head voting delegate.

Date: Wednesday, May 7, 2025

Time: 3:00 p.m. to 4:00 p.m. ET

Required to attend candidates, campaign managers (if applicable) & head voting delegate of each association.

Welcome to attend: chapter advisor, state advisor or designated representative & all voting delegates.

- Neither the state advisor nor any other association representative may serve as an alternate for either the candidate or head voting delegate.

Business Meeting

During this session:

- Each executive officer candidate will deliver their prepared speech.
 - The speech shall be limited to two (2) minutes and should focus on the candidate's individual qualifications and platform.
 - Candidates may not refer to any office by name.
 - The use of skits, props, costumes, demonstrations, or the assistance of another person, including alternate personas or characters, is not allowed.
 - The candidate may not solicit or invite audience participation; however, the candidate will not be held accountable for spontaneous audience response.
 - The distribution of campaign material in the room where general sessions and banquets are held is also prohibited, except for business cards.
- Official roll call of state association voting delegates will be completed.
- No questions may be asked to any of the candidates.

Date: Thursday, May 8, 2025

Time: Secondary from 4:00 p.m. to 5:00 p.m. ET | Post-secondary from 6:00 p.m. to 7:00 p.m. ET

Required to attend: candidate, campaign manager (if applicable) & all voting delegates.

Welcome to attend any conference attendee.



Campaign Rally/Primary Election

A campaign rally and primary election will only be held if there are 12 or more candidates in that division. During this session:

- All conference attendees will have the opportunity to personally meet, talk to, and question all candidates.
- Candidates and their campaign managers ONLY will be allowed time prior to the Campaign Rally to set up materials. Setup time will be listed in the conference program.
- Candidates and campaign managers are the only ones allowed to actively campaign during the Campaign Rally.
- All student delegates in the division will be allowed to vote in the primary election; advisors and other adults may not vote. After the finalists are posted, candidates will receive their association caucus schedules.

Date: Thursday, May 8, 2025 [if held]

Time: Secondary at approximately 5:00 p.m. ET [if held]

Post-secondary at approximately 7:00 p.m. ET [if held]

Required to attend: candidate, campaign manager (if applicable) & all student delegates who wish to vote in the primary election.

State Association Caucus Sessions/General Election

During this session:

- Candidates will have scheduled appointments with each state association to answer any last questions the voting delegates may have before voting. Each association must stay within the allotted five (5) minute time limit for the candidate, as measured by the campaign manager or state representative.
- Should any association exceed the allotted five (5) minute time limit for caucusing, all votes may be forfeited.
- State associations may question candidates. The state advisor or designate must be present and is responsible for making sure that questions asked are appropriate.
- Current members of the executive council will distribute general election materials once caucusing has concluded. Ballots will be cast electronically by the designated voting delegates within each state association. The state advisor or designated nonstudent supervisor must be present during balloting.
- Do not leave your assigned caucus room until given permission to do so, as a second ballot may need to be distributed. Any voting delegate that leaves the caucus room prior to dismissal will forfeit their vote

Date: Thursday, May 8, 2025

Time: Secondary from 8:30 p.m. to 10:30 p.m. ET | Post-secondary immediately following Business Meeting and Campaign Rally at approximately 7:00 p.m. ET*

Required to attend: candidate, campaign manager (if applicable), all voting delegates, and state advisor.



Executive Officer Candidate Interviews

- Each candidate will be interviewed by the Placement Committee.
- Interview times are subject to change; final interview times will be communicated to candidates prior to NLC.

Date and Time: Post-secondary on Thursday, May 8, 2025, at 8:00 a.m. to 11:00 a.m. ET
Secondary on Friday, May 9, 2025, at 7:30 a.m. to 11:00 a.m. ET

Required to attend: Candidate ONLY

NLC Awards Session

- During this session, members of the 2025-2026 executive council will be installed.

Date and Time: Post-secondary on Saturday, May 10, 2025, at 2:00 p.m. to 4:00 p.m. ET*
Secondary on Saturday, May 10, 2025, at 5:00 p.m. to 8:00 p.m. ET*

Required to attend: Candidate

Executive Council Orientation

- Following the NLC Awards Sessions, the newly elected executive council will meet for an orientation meeting. During this time, officers will have the chance to get to know one another and then review the schedule and tasks that will follow over the next few months.

Date: Saturday, May 10, 2025

Time: 9:00 p.m. to 10:00 p.m. ET

Required to attend: New executive council

Welcome to attend: Chapter advisor, state advisor, and parent/guardian.

“

If you can dream it, you can do it.

-Walt Disney

”

**Timing for this event is subject to change. Refer to the final, published NLC schedule of events for up-to-date event information.*



Application Checklist

The executive officer application and all supporting documents must be uploaded online at the link below:

<https://members.bpa.org/students/run-for-executive-council/>



Executive Officer Application	
Professional Color Photo	
Letter of Application	
Official 100 Word Statement	
Social Media Responses [1-6]	
30-second Recorded Video Link	
Official School Transcript	
Candidate Résumé	
Sign Application Agreeing to Executive Officer Code of Ethics Form	
Sign Application Agreeing to Statement of Understanding on Meeting Attendance	
Sign Application Agreeing to Executive Officer Removal Process	
Sign Executive Officer Social Media Contract	
Sign Grievance Contact Information Form	
Chapter Advisor Letter of Recommendation [submitted by candidate]	
State Advisor Letter of Recommendation [submitted by candidate]	
Officer Candidate Exam (scheduled once all other documents are approved)	
Campaign Expense Report (print, complete, and submit at Election Briefing Meeting)	



Executive Officer Candidate Social Media Responses

These social media responses will be posted prior to the National Leadership Conference to allow student members to learn more about you and your platform. Responses to the below questions are submitted via the application form.

- Each response to the questions listed below must be fifty (50) words or less.
- Any response(s) that exceed the fifty (50) word requirement will be cut off at the fifty (50) word mark.
- You may choose not to respond to any/all questions; however, it will be noted that you chose not to respond.
- All responses must be submitted with your application by the deadline.

Questions:

- 1. How do you define and describe your leadership style?**
- 2. What are the most important values that you demonstrate as a leader?**
- 3. What is your biggest accomplishment as a member of BPA?**
- 4. What is the most important goal you wish to achieve in service as an Executive Officer?**
- 5. How can you create a culture of collaboration in a virtual environment to ensure a successful team?**
- 6. How do you approach conflict resolution?**

Executive Officer Code of Ethics

Should I be elected as an **executive officer** for **Business Professionals of America**, I understand that I must adhere to the *Member Code of Conduct and Ethics* as outlined in the BPA Policies and Procedures Manual (Article XIII – page 40), as well as the specific executive Officer Code of Ethics outlined below:

- To forego all alcohol while involved in official or assigned activities
- To forego tobacco while in official dress
- To consider romance of any type with other executive officers as "off limits" during term of service
- To be willing to take and follow instructions as directed by those responsible for them
- To wear official dress when traveling to an assignment and using public transportation
- To serve as a member of the officer action team by always maintaining a cooperative attitude
- To use wholesome language in all speeches and informal conversations
- To maintain proper dress and good grooming on all occasions
- To avoid places or activities which in any way could raise question as to moral character or conduct
- To avoid participation in and actively discourage any conversations which belittle or downgrade fellow members, officers, and/or adults
- To treat all members equally by not favoring one over another
- To behave in a manner which conveys and commands respect without any air of superiority
- To maintain dignity while being personable, concerned, and interested in fellow members
- To abide by the Delegate Conduct for all Business Professionals of America sponsored activities

I further understand that if I do not abide by the **Business Professionals of America Executive Officer Code of Ethics**, I may be relieved of my duty and the National Center will declare my office vacant.



Candidates will confirm they have read, understand, and agree to the above by signing the electronic application



Statement of Understanding on Meeting Attendance

If elected as an executive officer for Business Professionals of America, I understand that attendance at all scheduled BPA, executive council, sub-committee, and all other meetings is required. Additionally, I understand that I must arrive on-time for each meeting and stay until the meeting has been adjourned. Furthermore, I understand that should I fail to adhere to these requirements, it will result in me being removed from office.

Note: Most of our meetings throughout the membership year are completely virtual, so it is essential that you have access to reliable internet to attend and fully participate with your team. If you do not have internet access at home or through your cell phone provider, ***it is your responsibility to locate a place that can accommodate your needs*** (e.g., school, public library, coffee shop, etc.)

A few of these required meetings include, but are not limited to:

Executive Officer Orientations

- An in-person orientation meeting at the conclusion of NLC to overview expectations and the calendar for the year
 - May 10 at 8 pm ET ~ approximately one (1) hour long
- A virtual orientation meeting to finalize preparations for the Executive Officer Training
 - May 26 at 6 pm ET ~ approximately one (1) hour long

Executive Officer Training – Columbus, OH

- June 9-14, 2025

Growth and Development Summit – Nashville, TN

- July 15-18, 2025
- The president from both the Post-secondary and Secondary divisions are required to attend

Executive Council Team Meetings

- Meeting cadence will be established at Executive Officer Training
- Average is two (2) meetings per month
- Each meeting typically lasts around 60 minutes

Student Leadership Summit – Location TBA

- To be held in August or September, dates TBA

Winter Meeting – Nashville, TN

- January 2-6, 2026

National Leadership Conference – Nashville, TN

- May 6-10, 2026



Candidates will confirm they have read, understand, and agree to the above by signing the electronic application

Executive Officer Social Media Contract

Should you be elected as an executive officer, Business Professionals of America (BPA) and its Board of Trustees wants to make sure you are aware of the Social Media Guidelines during your service term.

Business Professionals of America recognizes and supports a student's rights to freedom of speech, expression, and association, including the use of social networks. In this context, however, each executive officer must remember that participating and serving for the organization is a privilege.

As an executive officer, you represent not only the association and chapter you are from, but you also serve as a brand ambassador for Business Professionals of America and are expected to portray yourself, and the organization, in a positive manner always.

Social media, broadly understood as any sites and services that permit users to share information with others in a digital manner such as Facebook, Twitter, Instagram, TikTok, Snapchat, LinkedIn, YouTube, personal texting, and blogs, are powerful tools of communication that have significant impact on your personal reputation, professional reputation, and the reputation of Business Professionals of America. As an executive officer, you must read and sign this contract acknowledging your responsibility to use social media responsibly as a member of the Business Professionals of America executive council.

During your term of service, social media outlets will be used as a crucial means of communication. They will be used to encourage involvement with BPA students, advisors, partners and sponsors, as well as with other related followers. Do not be afraid to comment, retweet, and "Like" so we can promote you and the organization.

As a member of the executive council, you are asked to uphold the high stature of Business Professionals of America in all conduct, both online and offline, including with the use of social media.

The following principles apply:

Uphold professionalism online: Others associate you, and any opinions or personal information you disclose, with Business Professionals of America. Please ensure that all your social media profiles and activities are consistent with BPA's high standards of professional conduct as described in the Delegate Code of Conduct and the BPA Social Media Policy. In addition:

- Post in such a way that is representative of all stakeholder groups of Business Professionals of America, from students and advisors to alumni and partners.
- In the virtual world, as a representative of BPA, dress and behave as you would at official organization functions.
- Post meaningful, respectful comments. In all instances, avoid politics, controversial opinions, foul language, and indiscreet conversations or loose talk.

Serve as a Brand Ambassador of Business Professionals of America: During your service as an executive officer, you are asked to devote your time and energy to post content or discuss topics that are relevant to supporting the mission and vision of the organization. Maintain a social media presence and participate in engagement on each of the platforms that BPA has a presence.



Ask: When in doubt about a post, tweet, or other action on social media platforms, consult the National Center staff and your fellow team members. If you are about to publish something that you are uncertain of or that makes you the slightest bit uncomfortable - stop, review, and consult.

Act with discretion: Information you are entrusted with, including inside information, confidential personnel matters, and sensitive information from internal meetings, are all considered "off the record" and should never be divulged or shared with others.

Use official statements: When you see posts or commentary on topics that require subject matter expertise, avoid the temptation to respond to these directly. An exception to this is if you respond with approved messaging that has been prepared or provided by the National Center for those specific topics, or you have received approval by the leadership development specialist or the director of development and marketing communications.

Gain permission: Before posting someone else's work, photos, etc., please contact the owner first. For example, if another person has posted a picture of a local BPA event and you would like to highlight it on your page or on the BPA platforms, please first ask the original poster if it would be permissible to share their photo and content. Always remember to credit and tag appropriately using the @ or Repost notification.

Share and link content: Link to content published online, when possible. Share all relevant and interesting BPA information and news.

Respect exclusive material: Business Professionals of America must have the opportunity to publish text, photo, and video material officially before it appears on your executive officer or personal social networks. Once published, you can share on your own platforms.

Engage thoughtfully: You are encouraged to share and like all material posted by official BPA accounts on social networking sites. Refrain from commenting on official BPA-branded posts. It can be off-putting for an average Facebook user to click on a post and see virtual insider "pats on the back."

Strive for accuracy: Take a moment to think about what you are posting (both personally and professionally) before you hit the publish/post button.

- Think about the content: is it relevant and topical?
- Are you reviewing and maintaining the content you provide through social media on a regular basis?
- Proofread for spelling and grammar.
- Be aware of what you say and of your connections in social media networks.

Accept, but don't initiate: BPA executive officers should not issue friend requests, including to BPA student members or advisors. However, it is fine if members want to initiate the friend process, and you accept. Executive officers may also connect with chapter and state association platforms.

Nothing is private, everything is public: The online social network sites are not a place where you can say and do whatever you want without repercussions. The information you post on social networking sites such as Facebook, Twitter, and Instagram are considered public information. Even email or direct



messages on social networking sites, which may seem private, can easily find their way to the public. Each time you use one of these communication tools, think about who you represent:

- Yourself
- Your family
- Fellow officers
- Your chapter
- State and National associations
- Your school

Maintain brand image as well as a self-image of which you can be proud of for years to come.

Consult: In the case of any issue related to BPA online, refer to your division president, leadership development specialist, and/or director of development and marketing communications.

Executive council social media accounts: The executive council is provided a joint account for the team to use during their term. This account is owned by Business Professionals of America and as such, no officer should be under the impression that information contained on this platform is private. Officers are required to report any password changes/updates to the director of development and marketing communications immediately. The national organization has the right to inspect, access and/or revoke the account at any time without notice to any executive officer.

- These social media accounts will be the primary accounts used by executive officers to engage with BPA membership.
- Executive officers have no control or management over BPA social media accounts. Any content that the team would like communicated across BPA social media accounts must be submitted to and approved by the director of development and marketing communications.

Social media leadership training: Prior to receiving access to the team social media accounts and being granted approval to post as an official brand ambassador of the organization, executive officers are required to complete a social media educational development training. As you prepare to represent the organization during your term of service, consider how and what you are doing will reflect on your professionalism and our collective reputation.

By providing your signature on the online application, you hereby acknowledge and agree to uphold the brand and reputation of Business Professionals of America and your position as an executive officer to the highest standards and will adhere to the Social Media Policy and Executive Officer Social Media Contract as outlined.



Candidates will confirm they have read, understand, and agree to the above by signing the electronic application



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Executive Officer Removal Process Form

If elected as an executive officer, it is important that you take your role very seriously and ensure that you stay active and on top of your assigned duties and tasks throughout your entire term. Should you not remain an active team member and / or fail to complete your assigned duties, you may be removed from office without notice based on the criteria outlined below.

An executive officer may be declared **"inactive"** and risk removal of office for:

1. Failure to satisfactorily carry out assigned responsibilities.
2. Failure to meet required deadlines.
3. Failure to maintain timely communications with the leadership development specialist, executive council team, or BPA staff.

An executive officer may be removed immediately from office for:

1. Failure to attend the NLC installation ceremony for any reason other than an emergency or medical episode.
2. Failure to attend required executive officer orientations and in-person meetings.
3. Failure to adhere to the *BPA Member Code of Conduct* and / or *Executive Officer Code of Conduct*.
4. Failure to adhere to BPA Policy and Procedures, including:
 - a. Code of Regulations
 - b. Policies and Procedures Manual
 - c. Secondary or Post-secondary Division Bylaws
 - d. Executive Officer Candidate Guide



Candidates will confirm they have read, understand, and agree to the above by signing the electronic application



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Executive Officer Grievance Contact Information Form

Per the BPA Grievance Policy, the candidate, chapter advisor, and state advisor or designee will be informed of the nature of the grievance and given the opportunity to respond if action is taken against the candidate.

When you complete your application, candidates will provide accurate and up-to-date contact information for themselves, their chapter advisor, and state advisor so that grievances can be communicated in a timely and efficient matter. If contact information for any candidate or advisor changes before the election, it is the candidate's responsibility to notify the BPA leadership development specialist via email.



Candidates will confirm they have read, understand, and agree to the above by signing the electronic application



- A maximum expenditure of \$200.00 is allowed for campaign materials.
- This form is to be submitted at the Election Briefing Meeting.
- The report should include a complete itemized list of all expenses related to your campaign.
- All donated materials must be included in the itemized list of expenses and listed at the fair market value.
- If there is no campaign rally, expenses are limited to only business cards which can be distributed as outlined.
- A 17" or smaller battery powered computer or tablet during the campaign rally. The computer or tablet will need to be listed on your expense report but will not be considered an expense item.
- The use of one easel is permissible at no expense, but it should be listed on your expense report. Any additional easels used must be listed at fair market value.
- No matter the actual costs, copies will be listed on the expense report at \$0.05 each for black and white copies and \$0.25 each for color copies, with pictures listed as \$0.10 for 4x6, \$0.25 for wallet-size, \$0.60 for 5x7, and \$2.50 for 8x10 for each picture used. Other sizes will be listed per market value.
- Failure to submit or declare any items on your itemized expense report will result in immediate disqualification.
- If additional lines are needed, use multiple copies of this form.

Item	Qty	Cost (each)	Total
		Grand Total	

Date: _____

Signature: _____