

Submit completed application and all supporting materials online by Jan. 3, 2013, at 5 p.m. EST.

Apply now at: www.feaofficers.org

FEA is a member of the PDK International family of associations.

Future Educators Association®
Application for National Student Officer Candidacy
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Future Educators Association®

National Student Officers Job Description

The primary responsibility of the national student officers of FEA is that of ambassador. These individuals are articulate, self-motivated, conscientious FEA students with a passion for FEA's mission and vision who will promote the association as essential to the cultivation of tomorrow's great educators.

In addition, the national student officers of the Future Educators Association® will:

- Travel several times throughout their term to FEA events, including but not limited to:
 - National education events in Washington, D.C.;
 - National student officer/leadership training;
 - State and/or regional FEA conference(s);
 - FEA National Conference;
- Help plan the annual FEA National Conference;
- Attend the FEA National Conference, at which they will:
 - Collaborate to run the conference;
 - Lead a workshop for students interested in FEA leadership roles;
- Participate in regular conference calls with other national student officers and FEA staff;
- Write regular columns for FEA publications, including *Go Teach*, as well as columns for other organizations' publications;
- Participate in FEA social media campaigns, including blogging and posting regularly to FEA sites and other education organizations' sites;
- Perform other duties as assigned.

The national student officers of FEA will accomplish these and other responsibilities with the support of FEA staff. Travel expenses shall be reimbursed by FEA. The term of office shall be one year, beginning at the FEA National Conference at which the student is elected and ending at the conference the following year.



How to Apply

Why should FEA have national student officers?

The goal of the Future Educators Association® is to attract promising students to pursue education-related careers and to help them develop the skills and strong leadership traits that are found in high-quality educators. In addition to providing students with valuable leadership opportunities, the FEA national student officers program is an important way for FEA to include student voices in key decisions regarding the direction of the association. Students serving as national officers will serve as ambassadors for the association and will have multiple opportunities to engage in activities to build their leadership skills. We encourage all eligible students to consider applying for candidacy as an FEA national student officer.



What are the requirements to apply?

To apply for candidacy, you must:

- Be a high school sophomore, junior, or senior at the time of application. Upon graduation, high school seniors must intend to enroll in college and pursue an education degree;
- Be a good-standing member of a nationally affiliated FEA chapter located in a nationally affiliated FEA state association*;
- Be enrolled in a coherent series of high school courses that prepares them to enroll in college and pursue a degree in education;
- Be endorsed by their nationally affiliated FEA state association director*;
- Have a cumulative GPA of 3.0 or higher;
- Submit a completed application and all required materials by 5:00 p.m. EST on Jan. 3, 2013.

How does the application process work?

This application is for national officer **candidacy**. This means it's an application to be selected **as a candidate** for one of three national student officer roles. Student officer roles include:

- One Future Educators Association® national student president
- Two Future Educators Association® national student vice presidents

Pages 8–13 of this application and all required materials must be completed and submitted online by Jan. 3, 2013 at 5:00 p.m. EST.

Only *one* candidacy application will be accepted *per chapter* for *each office*. However, students do not have to be affiliated with a chapter to apply.

What is the role of the FEA nominating committee?

The FEA nominating committee will:

- Be made up of representatives from PDK, PLT, and FEA including current and past FEA national officers;
- Use a rubric to score each application endorsed by a nationally affiliated FEA state association*;
- Select those applications receiving the highest scores to move forward to the phone interview phase;
- Will determine the final slate of candidates that shall consist of no more than **three** candidates for president and no more than **four** candidates for the two vice president positions.

Will I be interviewed?

Students applying for either national student president or national student vice president will be notified whether they qualified for the interview phase of the application process by Feb. 1, 2013. Phone interviews with the nominating committee will be scheduled Feb. 4–15, 2013.

When will I know if I'm a candidate?

All students applying for either national student president or vice president will be notified whether they have been selected as a candidate by Feb. 25, 2013.

Timeline and Description of the Elections Process

The Election Process

Elections will be held at the FEA National Conference on Saturday, April 27, 2013. Voting delegates will cast the ballot for their chapter and nationally affiliated FEA state association*.

Voting Delegates

- Every nationally affiliated FEA state association* will have one voting delegate;
- Every nationally affiliated chapter will have one voting delegate per 20 good-standing members as determined on the January 3, 2013 membership rolls. The following is an example of how delegates are determined:
 - 2–20 good-standing members = 1 delegate
 - 21–40 good-standing members = 2 delegates
 - 41–60 good-standing members = 3 delegates
 - 61–80 good-standing members = 4 delegates
- State Directors and advisors must submit the names of their voting delegates to the national FEA office by Feb. 25, 2013;
- Voting delegates must be registered for the FEA National Conference by March 25, 2013, and must be present to cast their vote.

Oct. 1, 2012–Jan. 3, 2013: Students apply for national student officer candidacy.

- Only one application will be accepted per chapter for each office.
- Each applicant must:
 - Be a high school sophomore, junior, or senior at the time of application. Upon graduation, high school seniors must intend to enroll in college and pursue an education degree;
 - Be a good-standing member of a nationally affiliated FEA chapter located in a nationally affiliated FEA state association*;
 - Be enrolled in a coherent series of high school courses that prepares them to enroll in college and pursue a degree in education;
 - Be endorsed by their nationally affiliated FEA state association director*;
 - Have a cumulative GPA of 3.0 or higher;
 - Submit a completed application and all required materials by 5:00 p.m. EST on Jan. 3, 2013.

Jan. 7–28, 2013: FEA state directors and the FEA nominating committee reviews all candidate applications.

Feb. 1, 2013: Deadline for the FEA office to inform applicants whether they have advanced to the phone

* Nationally affiliated FEA state associations are located in: Arkansas, Arizona, California, Connecticut, Delaware, Georgia, Kentucky, Missouri, Mississippi, Nebraska, New Jersey, Ohio, South Carolina, South Dakota, Texas, Virginia, and West Virginia.

interview phase.

Feb. 4–15, 2013: Phone interviews with the nominating committee for those students advancing to this phase.

Feb. 25, 2013: Deadline for the FEA office to inform all students whether they have been selected for candidacy.

Feb. 25, 2013: Deadline for state directors and advisors to submit the names of their voting delegates to the national FEA office.

March 4, 2013: All candidate bios and videoed campaign speeches are due to the FEA national office.

March 8, 2013: FEA office posts candidate bios and videoed campaign speeches to the FEA website.

March 11, 2013: FEA office announces to entire membership that candidate bios, photos, and campaign speeches are available for viewing.

March 11, 2013: Candidates may begin campaigning through FEA Facebook.

March 25, 2013: Deadline for student officer candidates to register for FEA National Conference.

March 25, 2013: Deadline for voting delegates to register for FEA National Conference.

April 27, 2013: All student officer candidates host campaign booths at the FEA conference.

April 27, 2013: Election polls open. Official voting delegates cast their ballots. The president candidate receiving the highest number of votes will be declared the winner. The two vice president candidates receiving the top two highest number of votes will be declared the winners.

April 27, 2013: New FEA officers are announced at the FEA Conference Awards Ceremony.

April 28, 2013: Newly elected officers attend brief meeting with FEA staff where they will receive information and materials to help them get started in their new roles. Professional pictures will also be taken at this time.



Materials Description and Submission Checklist

Below is a complete description of *all materials you must submit ONLINE when applying for national student officer candidacy*. You may use this as a checklist to make sure you have all materials prepared correctly.

- Résumé** (This should focus on your work and academic experiences, including your involvement in FEA at the local or state level. Your résumé should highlight the skills and accomplishments that make you an exemplary candidate for a national student officer position.)
 - Are you prepared to upload your résumé in Word or PDF format?**
- Cover Letter** (This should complement your résumé and introduce you to the FEA nominating committee.)
 - Are you prepared to upload your cover letter in Word or PDF format?**
- Applicant Biographical Information** (See page 8)
 - Do you have all the information you need to answer these questions online?
- Statements of Understanding** (See page 9)
 - Did you initial next to every statement?
 - Did you sign and date it and insert your name?
 - Did your advisor sign and date it and insert his/her name (if applicable)?
 - Did your parent/guardian sign and date it and insert his/her name?
 - Are you prepared to upload the completed document?**
- Essay** (See page 11)
 - Did you write 300-500 words that thoroughly and articulately answer the essay prompt?
 - Are you prepared to upload your essay in Word or PDF format?**
- Video Statement** (See page 11)
 - Are you prepared to upload your video in .MP4 or .FLV format?**
- Administrator Approval Form** (See page 12)
 - Did the administrator initial next to every statement?
 - Did (s)he sign and date it and insert his/her name and title?
 - Are you prepared to upload the completed document?**
- Transcript Release Agreement** (See page 13)
 - Did you insert your name?
 - Did your parent/guardian sign and date it and insert his/her name?
 - Are you prepared to upload the completed document?**
- Most Recent Transcript Available** (A photocopy or scanned image is acceptable.)
 - Are you prepared to upload a copy of your transcript?**
- Photo Consent and Release Agreement** (See page 14)
 - Did you insert your name in each required blank?
 - Did you sign and date it?
 - Did your parent/guardian sign and date it and insert his/her name?
 - Are you prepared to upload the completed document?**
- Photo** (Please upload a high-resolution headshot or school portrait-style photo, preferably in color.)
- Two Signed Letters of Recommendation** (Each must be from an adult who is not a relative or parent/guardian and should explain why you are an excellent candidate for a national student officer position. You should ask for the letters in PDF format.)
 - Are you prepared to upload the PDFs of your two letters of recommendation?**



PLEASE SAVE A COPY OF EVERYTHING FOR YOUR OWN RECORDS.

Submit completed application and all supporting materials online by Jan. 3, 2013, at 5 p.m. EST. Apply now at www.feaofficers.org.

FEA National Student Officer Candidate Application: Applicant Biographical Information

When you apply online, you will be asked for the following personal information:

- First/Last Name
- FEA Member ID (Contact the FEA office at 800-766-1156 or fea@pdkintl.org if you've forgotten your member ID number.)
- Birth date (month/day/year)
- Anticipated graduation date (Only students who are high school sophomores, juniors, and seniors may apply.)
- Cumulative GPA (on a 4.0 scale)
- Email address
- Phone number
- Home address
- Name(s) of parent(s)/guardian(s)

When you apply online, you will be asked for the following school information:

- School name
- School address
- Is FEA part of a co-curricular course for you? (Yes or No)
- FEA Advisor name
- FEA Advisor email
- FEA Advisor phone number

When you apply online, you will be asked to select the office for which you'd like to run *if selected as a candidate*. You may select only *one* office.

- Future Educators Association® national student president
- Future Educators Association® national student vice president



FEA National Student Officer Candidate Application: Statements of Understanding

Please read the statements below thoroughly. Next to each statement, write your initials to affirm your understanding. You will be asked to upload this completed document when applying online.

I understand that this is an application for FEA national officer candidacy, and that my candidacy is **not guaranteed** unless and until I receive confirmation from FEA staff that I have been selected for national officer **candidacy**.

_____ Applicant Initials

I understand that FEA staff will notify me no later than Feb. 25, 2013, whether I have been selected for national officer **candidacy**.

_____ Applicant Initials

I understand that if I am selected for **candidacy**, I will be responsible for conducting an election campaign, which includes a campaign booth at the FEA National Conference in Orlando, Fla. I understand that I am responsible for funding this campaign through private donations, use of my FEA chapter's treasury, and/or fundraising efforts.

_____ Applicant Initials

I understand that if I am selected for **candidacy**, I must attend the FEA National Conference, which will be held April 26–28, 2013 in Orlando, Fla, where the election will take place. I understand that if I am selected for **candidacy**, I must register for the conference by March 25, 2013.

_____ Applicant Initials

I have read the requirements and job description for national officers, and I agree to abide by them **if elected to office at the FEA National Conference**.

_____ Applicant Initials

I understand that, **if elected to office at the FEA National Conference**, legal or school-based serious disciplinary action (e.g. suspension or expulsion) may be cause to relieve me of said office. Such actions will be reviewed on a case-by-case basis by FEA staff.

_____ Applicant Initials

I understand that FEA national student officers are required to travel during the term of office. **If elected to office at the FEA National Conference**, I agree to cooperate with FEA in arranging travel, with expenses paid by FEA.

_____ Applicant Initials

I understand that FEA national student officers are required to travel during the term of office. **If elected to office at the FEA National Conference**, I agree to take the necessary steps to ensure that all school absences and missed work are pre-approved by my school administration.

_____ Applicant Initials

I understand and agree to abide by all of the above statements.

Applicant Signature

Date

Applicant Name (Please print or type)

(cont.)

FEA National Student Officer Candidate Application: Statements of Understanding (cont.)

I understand and agree to support my student in abiding by all of the above statements.

Advisor Signature

Date

Advisor Name (Please print or type)

I understand and agree to support the applicant in abiding by all of the above statements.

Parent/Guardian Signature

Date

Parent/Guardian Name (Please print or type)

FEA National Student Officer Candidate Application: Essay Prompt

Applicants must submit a 300–500 word essay that explains what aspect of education or teaching you are most passionate about. You may type your response and upload it in Word or PDF format. Please be careful to avoid spelling and grammar errors. Your application for national student officer candidacy may be disqualified if your essay is poorly crafted.

In essay format, please explain what aspect of education or teaching you are most passionate about. For example, you may wish to teach in an urban setting, become a special education teacher, or work primarily with ELL students. Whatever your area of interest, this should be something that you care about deeply, and if elected as an FEA officer, this topic would be what you would write about and talk about in interviews.

In your essay, you should demonstrate your knowledge of the topic and explain why it is important. You should also identify a few of your personal goals related to this topic and explain how serving as an FEA officer will help you achieve those goals.

You will be asked to upload your essay in Word or PDF format when applying online at www.feaofficers.org.

FEA National Student Officer Candidate Application: Video Statement

Applicants must provide a two- to three-minute video statement. In the video, you should explain why you want to be an FEA officer, what skills you have that qualify you for the position, and what education issue you plan to focus on if elected. This is an opportunity to showcase your public speaking skills and will be viewed by the nominating committee.

You will be asked to upload your video in .MP4 or .FLV format when applying online at www.futureeducators.org. No other file format will be accepted.



FEA National Student Officer Candidate Application: Administrator Approval Form

Ask your school administrator to read the statements below thoroughly, and next to each statement, write his/her initials to affirm understanding. You will be asked to upload this completed document when applying online.

I understand that _____ (Applicant Name) is applying for consideration as a candidate for a national officer position in the Future Educators Association®.

I understand that if this student is selected for **candidacy**, (s)he will be responsible for conducting an election campaign, which includes a campaign booth at the FEA National Conference in Orlando, Fla. **I understand** that (s)he is responsible for funding this campaign through private donations, use of the FEA chapter’s treasury, and/or fundraising efforts, **and I agree** to consent to fundraising activities in the school, as long as such activities do not violate school and/or district policies.

_____ **Administrator Initials**

I understand that if selected for **candidacy**, this student must attend the FEA National Conference, which will be held April 26-28, 2013, in Orlando, Fla., where the election will take place. **I agree** to allow this student to attend the conference without penalty to his/her attendance record and to allow him/her to make up any work missed due to conference attendance.

_____ **Administrator Initials**

I understand that FEA national student officers are required to travel during the term of office. If this student is **elected to office** at the FEA National Conference, **I agree** to allow this student to attend FEA events and training without penalty to his/her attendance record and to allow him/her to make up any work missed due to said travel **both this academic year and next academic year**.

_____ **Administrator Initials**

By signing below, I affirm my understanding of the requirements for the Future Educators Association® national student candidates and officers. I agree to support, to the greatest extent possible, this student’s efforts to run for office (and serve as a national student officer, if elected to the position).

Administrator Signature

Administrator Name (Please print or type)

Title

Date



FEA National Student Officer Candidate Application: Transcript Release Agreement

You will be asked to upload this completed document when applying online.

All applicants must complete and submit this form, regardless of their age at the time of application.

Applicant Name

Applicants for candidacy as a Future Educators Association® national student officer must submit a copy of their most recent school transcript. By signing this form, you consent to release the above-named student's school transcript to the Future Educators Association®.

Parent/Guardian Signature

Parent/Guardian Name (Please print or type)

Date



FEA National Student Officer Candidate Application: Photo Consent and Release Agreement

You will be asked to upload this completed document when applying online.

All applicants must complete and submit this form, regardless of their age at the time of application.

I, _____ (Applicant Name), hereby give the Future Educators Association® the absolute right and permission to photograph me. I hereby grant to the Future Educators Association® all rights to reproduce and disseminate such photographs and images (as well as those I provide to the organization), in whole or in part, in conjunction with presentations, programs, and publications by the Future Educators Association®.

I further grant the Future Educators Association® all rights to make further reproductions of such pictures through any media for educational purposes, art, entertainment, advertising, and internal use for other lawful purposes. I also grant the Future Educators Association® the right to copyright such pictures and images in its own name or to publish, to market, and to assign without compensation or report to me or my parent(s)/guardian(s).

I hereby waive the rights or interests that I may have in the pictures or images, including any rights to inspect and/or approve the finished photographs and images or the use of which it may be applied so long as its use shall be lawful.

I expressly release the Future Educators Association®, their agents, employees, licensees, assigns, and volunteers from and against any and all claims which I have or may have for invasion of privacy, defamation, or any other case of action arising out of the production, distribution, publication, and exhibition of the photographs and images.

Applicant Signature

Applicant Name (Please print or type)

Date

Parent/Guardian Signature

Parent/Guardian Name (Please print or type)

Date



Future Educators Association® Campaign Information for Candidates

The following section contains campaign information for candidates. You should read this material carefully so you are prepared for campaigning should you be selected as a candidate for FEA national student office.



Campaign Requirements and Guidelines for Candidates

Campaigning is an important part of the FEA elections process. Therefore, candidates are required to participate in several campaign activities. Additionally, in an effort to ensure fairness and equality, there are a number of campaign rules and regulations that all candidates must adhere to. Required activities, rules, and regulations are outlined below.

Required Events for Candidates

If you are selected as a candidate for FEA national student president or FEA national student vice president, you are required to participate in several campaign activities, some of which take place at the annual FEA National Conference.

If you are a candidate for either president or vice president, you must:

- Be registered for the FEA National Conference by March 25, 2013;
- Participate in the required candidate conference calls prior to the FEA National Conference;
- Prepare a short bio that will be posted to the FEA website;
- Video yourself delivering a campaign speech that will be posted to the FEA website;
- Host a campaign booth at the FEA National Conference on Saturday, April 27.



If a candidate misses any of the required campaign events, (s)he will be removed from the ballot. FEA staff will take candidates' calendars into consideration when scheduling candidate conference calls. If a candidate is unable to participate in a conference call, (s)he must schedule a make-up phone call with the appropriate FEA staff members within 48 hours.

Candidate Bio

All candidates will write a bio about themselves not to exceed 200 words. The bio should highlight the candidate's FEA experiences and any other relevant information that describes why (s)he should be elected as an FEA student officer. All candidates' bios will be posted on the FEA website. The bio is due to the FEA office no later than March 4, 2013.

Campaign Speech

All candidates will video themselves delivering a campaign speech not to exceed three minutes in length. The campaign speech should complement the candidate's bio, elaborating on why the candidate should be elected as an FEA student officer. Refer to your essay and highlight the aspects of education or teaching you are passionate about.

The video should be filmed in a professional setting (i.e. standing behind a podium, on a stage, sitting behind a desk, etc.). Candidates should be dressed professionally wearing an FEA logo shirt if possible (visit the online store at www.feastore.org to purchase an FEA logo shirt). The video must be submitted in .MP4 or .FLV format and is due to the FEA office no later than March 4, 2013.

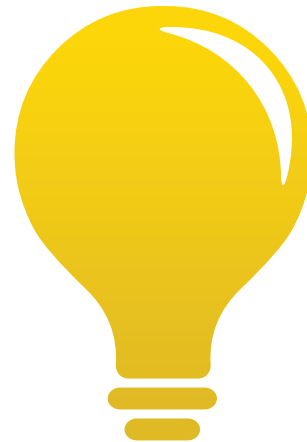
Along with the candidate's bio and photo, the video of the campaign speech will be posted on the FEA website and will serve as the candidate's online campaign materials. On March 11, 2013, the FEA office will announce to the entire membership that candidate photos, bios, and campaign speeches are available for viewing.

The campaign speeches will be shown on Friday evening, April 26, 2013, during the opening general session of the FEA National Conference. The bios and photos will be included in the FEA National Conference program book.

Take great care in preparing these two important campaign pieces. You will want to showcase your very best effort.

Campaign Booth

- Each candidate will be given booth space at the FEA National Conference. Booths will consist of one six-foot table with a white linen cover and black skirt and one chair.
- Booths will be located in the Exhibit Hall of the Hilton Orlando (the conference hotel) and will be grouped by office. (FEA presidential candidates will be grouped together, and vice presidential candidates will be grouped together.) FEA staff will assign each group of candidates a designated area. Candidates within that group may select their tables on a first-come, first-served basis.
- Candidates can begin setting up booths as early as 1 p.m. EST on Friday, April 26, and must be on-site with their booths set up by 8 a.m. EST on Saturday, April 27.
- Booths will be open and must be manned from 8–10 a.m. on Saturday, April 27. Candidates must be dressed professionally in an FEA logo shirt. (Visit the FEA online store at www.feastore.org to purchase an FEA logo shirt).
- Candidates should use the tabletop to display all campaign materials. Candidates will not be allowed to hang any campaign materials on the walls, nor will candidates be allowed to assemble displays in front of their campaign booths.
- Candidates may not hold raffles at their campaign booths.
- Booths may not contain glitter, confetti, or food (unless the food is manufacturer-wrapped).
- Novelty items and handouts may be distributed only during the two hours when campaign booths are open.
- Candidates are not allowed to hang any campaign materials inside the hotel. This includes, but is not limited to, walls, windows, elevators, doors, curtains, or any other surface.
- Campaign materials must not violate your school's policies about language, profanity, etc.
- Booths must be disassembled at 10 a.m. on Saturday, April 27. All candidates are to attend the conference activities scheduled for the remainder of the day.
- No additional campaigning will be allowed after the booths close at 10 a.m. This includes the continuation of distribution of campaign materials and handouts.



Optional Campaign Activity: FEA Facebook Page

Candidates are welcome to campaign online via the FEA Facebook page at www.facebook.com/futureeducators. Posts must not violate your school's policies about language, profanity, etc., and **may not** contain any negative attacks on opponents. Inappropriate Facebook posts will be removed by FEA staff and could result in a candidate's removal from the ballot.



Campaign Finance

- Candidates must fund their campaign booth materials through their FEA chapter treasury, private donation(s), and/or money generated by fundraising efforts.
- Campaign booth expenditures must be limited to \$250. This includes all items associated with the campaign booth including materials, giveaways, handouts, etc.
- Candidates may accept donated items. However, these donated items must be counted against the \$250 total. For example, a donated item might include copy paper supplied by the school used in preparing handouts. The candidate would need to ask school personnel the value of the paper and then record it on the Campaign Finance Report as a donated item (see page 18).
- Receipts for all campaign materials, including proof of current market value of the donated items, must be attached to the Campaign Finance Report.
- The Campaign Finance Report and all receipts must be submitted to the FEA national office by 5 p.m. EST on Friday, April 19, 2013.
- The FEA national office encourages you to consider creative and low-cost ways to bring a meaningful message to attendees as an FEA national student officer candidate.
- If you have questions about the Campaign Requirements and Guidelines for Candidates, please contact the FEA national office at 800-766-1156 or fea@pdkintl.org.

Campaign Finance Report

Campaign booth expenditures must be limited to \$250, including current market value of donated items.

The Campaign Finance Report and all receipts must be submitted to the FEA national office by 5 p.m. EST on Friday, April 19, 2013.

Candidates will be provided with a spreadsheet version of this report for tabulating and recording their expenditures.

Cash Donations (Revenue)

Source	Amount of Donation
<i>Example: Local grocery store</i>	\$50.00
*TOTAL CASH DONATIONS	\$

Donated Items

Item	Amount (what the item is worth)
<i>Example: Stickers from the party store</i>	\$25.00
**TOTAL DONATED	\$

*Total Amount of Cash Donations + **Total Worth of Donated Items = This amount should not exceed \$250. 00

Expenditures (Items purchased, must include receipts)

Item and Quantity	Amount
<i>Example: 1000 campaign buttons</i>	\$75.00
TOTAL EXPENDITURES (MAY NOT EXCEED \$250.00)	\$

I certify that the information above is true and correct to the best of my knowledge. I understand that concealing donations or expenditures could result in disqualification and removal from the FEA national officer ballot.

Candidate Signature

FEA National Officer Candidate Checklist

To do before the conference:

- Turn in your bio and video campaign speech to the FEA national office by March 4, 2013.
- Participate in the officer candidates' conference call(s) to be scheduled during the month of March.
- Register to attend the FEA National Conference by March 25, 2013.
- Purchase an official FEA shirt from the FEA online store at www.feastore.org. Be sure to order it in advance so that you receive it in time for the conference.
- Prepare your conference campaign booth. Save receipts and update your Campaign Finance Report form.
- Submit the Campaign Finance Report form and all campaign-related receipts to the FEA national office by 5 p.m. EST on April 19, 2013.

To do at the conference:

- Set up your campaign booth between 1–4 p.m. on Friday, April 26.
- Be at your campaign booth, dressed professionally and wearing an official FEA shirt, from 8–10 a.m. on Saturday, April 27.
- Attend the Saturday evening awards banquet, at which FEA officers are announced.

If elected:

- Plan to meet with FEA staff first thing Sunday morning for photographs and a brief meeting.

