

# **2013-2014 State Officer Handbook and Application**



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## General Responsibilities of State Officers

As a state officer, you will have the responsibility for approximately 30,000 members of the organization. **FCCLA must be your top priority for an entire year.** Being a state officer involves a tremendous amount of time, commitment and responsibility to the organization.

As a state officer of FCCLA, the impression you make on other people will have a significant impact on how they judge the entire organization. You must always be mindful of the image you portray in appearance, in speaking, in writing, and in manners.

The growth of FCCLA depends on the performance of your duties and the impression you leave with people who are interested in FCCLA. You are responsible for responding timely and appropriately to any member requests for support or assistance.

State officers should always be prepared, on any occasion, to make remarks or “say a few words” about FCCLA. To do this you should know and understand the bylaws, creed, tagline, and general historical and current facts about FCCLA.

As a state officer, you have the challenge of providing guidance, leadership, and inspiration to all FCCLA members. The example that you set will affect each member’s enthusiasm and involvement. State officers are required to adhere to the Code of Conduct and Dress Code.

You will also be a member of a team of state leaders. It is the responsibility of this team to collectively work to meet the needs of the members of FCCLA. You must show respect and courtesy to your fellow officers at all times. Communication is key to the success of the state officer team!

## FCCLA State Officer Duties and Responsibilities

- All officers are members of the State Executive Council.
- The president shall preside over all business meetings of the Association and of the State Executive Council.
- State officers are NOT allowed to compete in STAR Events during their year of office.
- All state officers are required to communicate regularly and respond promptly to all inquiries for information.
- Officers must check their email daily.
- Attend all state officer meetings and functions from start to finish.
- State officers are required to send monthly reports to the President and Executive Director.
- Make after school visits to local chapters to discuss FCCLA and encourage further participation in state and national programs.
- Attend all required meetings as outlined in the State Officer Agreement.
- Keep a notebook of all activities during term in office.
- Communicate with the state officer team, Executive Director, and other appropriate parties on a regular basis.
- Support chapter advisors in their efforts to implement Georgia FCCLA.
- Assist with expenses not paid by the state association or local chapter necessary to carry out the duties of the office.



## Eligibility and Qualifications

**Deadline:** All forms must be POSTMARKED by **February 1**. If all or any part of the officer application is received after the February 1 deadline, the entire application will be **disqualified**.

**Letter of Intent to Run (page25 ) needs to be POSTMARKED BY JANUARY 18 .**

Candidates running for President or First Vice President must be currently in the 10th or 11th grade . All other candidates must be in the 9th grade or above. Middle level candidates must be in the 6th or 7th grade.

At the State Leadership Meeting, all candidates will prepare an up to **3 minute speech** and present this at their Region Meeting. Voting delegates will cast votes for candidates following the Region Meetings.

Middle level candidates will prepare an up to **3 minute speech** to be given at the Middle Level Meeting. Only middle level voting delegates will be allowed to vote for this position.

All candidates will wear Official Dress when giving their Campaign Speeches and during the Candidate Interviews at State Meeting.





## Qualifications

- The candidate must be a **current active member** in an affiliated chapter.
- If a nominee for **President**, the candidate must have been an **active member** in an affiliated chapter for **at least two (2) years**.
- Have a **GPA of at least 80** (unweighted) at the time of submission of application.
- Candidates must be in the **9th grade or above** .
- Candidates must be currently in the **10th grade or above** if a candidate for **President or First Vice-President** .
- For the **Middle Level Representative**, candidates must currently be in **6th or 7th grade** .
- They must have a **minimum of one course** in Family and Consumer Sciences.
- They must be responsible for a **FCCLA local chapter office** and hold leadership positions in home, school and community activities.
- **Recommendations** must be from a school administrator, Family and Consumer Sciences teacher and community leader.
- The candidate must show evidence of participation in **one of the FCCLA national programs**.
- Must attend **Candidate Eligibility Interviews on Saturday, February 9** at the **Georgia FFA-FCCLA Center in Covington, Georgia at 10:30 am**. The Qualifying Exam will also be taken on this day. All candidates must wear a **white FCCLA polo shirt (provided by State Office) and khaki pants**.
- All candidates must satisfactorily pass a **State Officer Qualifying Exam** with a minimum score of **75%**. A study guide will be posted on the Georgia FCCLA website.
- A candidate **cannot hold district or state office** in any other school or school related organization, or organization relating to Family and Consumer Sciences.

### To be eligible to run for a State Officer position, each candidate must:

- (1) Complete this packet, and return to State Office **BEFORE February 1, 2013**
- (2) Be in attendance at the **Candidate Eligibility Interviews on Saturday, Feb. 9**
- (3) Complete the **State Officer Qualifying Exam**
- (4) Deliver a **Campaign Speech (max. 3 minute) at State Meeting in Official Dress**



## FCCLA State Officer Code of Conduct

The following code of conduct applies to all State Executive Council members:

1. Behavior at all times should be such that it reflects credit to you, your family, your school, your state and national FCCLA organization.
2. Officers are expected to exhibit trustworthiness, respect, responsibility, fairness, caring and citizenship.
3. Smoking, as well as use of illegal drugs and alcohol are not acceptable for a state officer. Participation in any of the above will result in automatic termination of office.
4. If an officer is found responsible for stealing or vandalism, the officer and his/her parents will be expected to pay the damages.
5. Any accidents, injuries, or illnesses should be reported to the local adviser and the Executive Director immediately.
6. Inappropriate physical contact with other officers or members is not acceptable.
7. All officers will abide by the curfew times at state and national meetings.
8. Officers are not allowed in hotel sleeping rooms with other members, Officers, or visitors unless they are a designated roommate.
9. The dress code will be followed at all times.
10. Sexual conduct, material, and/or behavior is strictly prohibited.
11. Officers should be punctual and have good time management skills.

### Term of Office

The term of office shall be for **one year**, to begin at the conclusion of State Leadership meeting, or until their successors are elected.

### Vacancies

In the event the office of president becomes vacant by resignation or otherwise, the first vice president shall assume the duties of the office for the unexpired term.

In the event an officer withdraws from the election prior to the installation, the candidate receiving the next highest number of votes will be asked to serve as the candidate.



## Removal from Office

State officers may be removed from office for one of the following:

- Violations of the Code of Conduct
- Lacks sufficient preparation and readiness for meetings
- Not fulfilling officer duties and responsibilities
- Excessive absences from scheduled activities

Removal process will take the following steps:

- (1) **Filing of a Complaint** A state officer, chapter adviser or Education Program Specialist must file a written complaint with the Executive Director.
- (2) **Notification and Inquiry** The State Officer involved will be notified that an inquiry is being conducted regarding a complaint.
- (3) **Notification to Board of Directors** After a conclusive investigation, the Executive Director will inform the Board of Directors of the findings and recommendation for further action.
- (4) **Probation** If the infraction is of a correctable nature, the State Officer will be given appropriate training and a time table to improve their performance.
- (5) **Removal** If the infraction is of a serious nature or not correctable, then the Executive Director will recommend to the Board of Directors that the Officer be removed immediately.
- (6) **Appeal** The Board of Directors shall have the final decision on all disciplinary termination or probation with regards to State Officers.

## Professional Image and Official Dress

Being a state officer is a major responsibility that requires firm commitment and cooperation. State officers are expected to present themselves in an exemplary manner in appearance and behavior.

State officers are expected to purchase and wear the official uniform when making public appearances on behalf of Georgia FCCLA, unless otherwise requested or approved by State Staff.

In a less formal occasion, state officers may be asked to wear FCCLA polo shirt or collared shirt with khaki or black dress pants.



## Travel Policies and Procedures

As a state officer you will be obligated to attend several state meetings. You may also receive invitations to region and chapter meetings, as well as those for community and civic groups.

You must coordinate travel arrangements with local adviser or region adviser. If someone other than the chapter adviser or parent of the officer will transport the officer to meetings, the details of this must be arranged in a **written agreement (Travel Form attached)**. The agreement must be signed by all parties involved including school officials of participating parties, adviser, and parents of the officer. **A copy of this agreement must be provided to the state office at least two ( 2 ) weeks prior to the event.** The transporting party must be provided with proper insurance information and permission forms.

Officers are **not** allowed to attend meetings without the direct supervision of an adult chaperone both in travel to and from the meetings and while at the meeting itself. Officers are not permitted to drive their own vehicles to meetings.

Conference permission and medical release forms must be given to local adviser in a timely manners. A copy must be carried at all times when attending State FCCLA business. Medical facilities will not treat minors without a medical release form. ALL medical information pertaining to the state officer must be fully disclosed on the form.

## Conferences and Meetings

If elected, the candidate agrees to attend the following events but not limited to:

Summer Officer Training and June Executive Council	June 2 - 6, 2013	Covington, GA
CTSO Summer Officer Training	June 6 –8, 2013	Covington, GA
August Executive Council	August 15-17, 2013	Pt. Valley, GA
Fall Leadership Conference	September 19-20, 2013	Covington, GA
Fall Rally Planning	September 20-21, 2013	Covington, GA
Fall Leadership Rally	October 8-9, 2013	Perry, GA
December Executive Council	December 5-7, 2013	Covington, GA
CTSO Winter Officer Training	December 12—14, 2013	Covington, GA
FCCLA Day at the Capital	February 2014	Atlanta, GA
February Executive Council	February 2014	Covington, GA
Region STAR Events	February 2014	Assigned Regions
State Leadership Meeting	March 2014	Athens, GA

\*These are all **Mandatory Dates** for each State Officer. If you can not attend the June State Officer Training please do not apply. Please review carefully!

## State Officer Communication Requirements

- All written communication, publications, web content, workshops and speech outlines must be reviewed and approved by your adviser. All communication must follow proper English and business writing standards.
- The Monthly Officer Report must be submitted to the State President and State Staff no later than the 5th of the month (See page 10 for a Sample Report)
- Take time to plan ahead so that your written communication flows through this process as quickly as possible.





## State Officer Report Form

The **State Officer Report Form** serves as an informational tool to aid the state officer team, Board of Directors, and Executive Director in fulfilling their respective responsibilities and duties. You should be excited to report your activities! What you do matters to those you serve. Your report inspires action and encourages your team to work smarter and accomplish their duties.

Each state officer is required to submit their **State Officer Report Form** to the **State President and State Staff by the 5th of the month**. The **State President** will then be responsible for seeing that the reports are compiled into a complete State Officer Monthly Report when will be submitted to the **State Staff no later than the 10th of the month**. Failure to submit this report will result in consequences outlined by the state officer team. With the ability to submit report via email, there should be NO excuse for reports being submitted late, barring any serious circumstances.

## State Officer 5<sup>th</sup> of the Month Report

<i>Officer</i>		<i>State</i>	
<i>Position</i>		<i>Month/Date</i>	
<b>1. POW ACTIONS AND ACCOUNTABILITY ITEMS</b>			
<b>2. COMMUNICATION AND CORRESPONDENCE</b>			
<b>Date</b>	<b>Type</b>	<b>Nature</b>	<b>Receiver</b>
<b>3. MEMBERSHIP RECRUITMENT</b>			
<b>4. STATE AND NATIONAL PROGRAM EFFORTS</b>			
<b>5. ACTIONS FOR NEXT MONTH</b>			
<b>6. OTHER ACCOMPLISHMENTS</b>			
<b>7. QUOTE OF THE MONTH</b>			

\_\_\_\_\_  
Adviser's Signature

\_\_\_\_\_  
Date



# Report Form EXAMPLE ONLY!

## 5<sup>th</sup> of the Month Report: November

### Officer Information

Name: Brittany Trotter

Position: Youth Leadership Board

### Program Of Work Actions and Accountability Items

- Started the "Turkey Project"
  - Proceeds went to Feed the Children and Any Soldier
    - Any Soldier- provides soldiers with necessities
- Finished the FCCLA bulletin board for the CTAE department
- Attended Cluster Meeting
  - Went through Phase III of USA Training
- Held a Chapter Executive Council Meeting
- Had an FCCLA Thanksgiving Dinner
- Went on a Culinary Arts Fieldtrip at North Georgia Technical College
  - Toured the NGTC campus and helped prepare a meal in the culinary arts kitchen
- Contacted connection team members and their advisors for updates on the Region I webpage

### Communication and Correspondence

Emails sent: 45

Letters sent: 75

Phone calls made: 5

Chapter visits completed: 0

### Membership Recruitment Efforts

In order to increase membership FCCLA members were given an opportunity to go on a culinary arts fieldtrip at the North Georgia Technical College. Also the "Turkey Project" promoted FCCLA.

### National Program Efforts

FCCLA members have been involved in dynamic leadership.

### Actions for Next Month

We plan to increase our chapter membership, hold our monthly chapter meeting, and plan exciting holiday initiatives for FCCLA members.

### Notes to coaches/other accomplishments

- Completed Phase III of USA Training
- Rotary Club student of the month
- Honor Roll with Distinction

### Quote of the Month

You never know what you can do until you try.

Adviser Signature: \_\_\_\_\_



## State Officer Election Phases

### Phase 1—Application Submission

- It is the candidate and the candidate's adviser's responsibility to have the candidacy forms completed by the candidate and returned to the Georgia FCCLA office postmarked by **February 1, 2013** . **Please complete Adviser Agreement (Page 22) and send in with Candidate Application** . Each chapter may submit only one candidate for a State Officer position. Please complete Letter of Intent to Run postmarked by **January 18th** to the State Office.

### Phase 2—Officer Interviews and Exam

- In this phase, **Candidates and Advisers** will arrive on **February 9** at the Georgia FFA-FCCLA Center in Covington, Georgia at **10:30am** . Advisers and candidates will be walked through the candidate process and requirements by the **State Interview Committee Coordinator and Executive Director** .
- Candidates must arrive in **white polo-type shirt (State Office will provide) and khaki pants** .
- Next, the candidates will be given the **State Officer Qualifying Exam** . The score received on the exam will indicate the candidate's knowledge of the organization. Test questions will be based on information about Georgia and National FCCLA. A study guide will be located on the Georgia FCCLA website.
- Candidates that receive a passing grade of **75%** will move on to an interview with the State Interview Committee.
- Candidates will be rated during the interview and if they receive a **passing score** based on the rubric, they will then move to **Phase 3** .

### Phase 3—Candidate Speeches and Election

- All candidates will be giving a **3 minute speech** at the State Leadership Meeting on **Thursday, March 14 2013** .
- All candidates must be in **Official Dress with Black Dress Pants and Black Shoes** .
- **All candidates** will deliver their speech during their **Region Meetings** . Voting will take place after the Region Meetings.
- **Middle Level** candidates will deliver their speech during the **Middle Level Meeting** .
- **A Selection Committee** will interview the elected candidates and will assign offices based on qualifications, speech and interview.
- **All** candidates will receive a **Letter of Notification** on Thursday Evening.
- Candidates receiving an office will be announced at the **Friday Night's Session** .
- **Installation ceremony** will take place during the **Closing Session** .



**Georgia Association  
Family, Career, and Community Leaders of America  
Application for State Office**

**Return completed application POSTMARKED BY February 1 to:  
Georgia FCCLA  
283 Swanson Drive Suite #204  
Lawrenceville, GA 30043**

Option 1- Print out a copy of the form and complete by typing or printing in blue or black ink.  
Option 2- Complete the form on-screen. Do not add extra lines in the form.

**State Officer Candidates are required to:**

- **Have a GPA of at least 80 (unweighted) at the time of submission of application.**
- **Complete Phase 1, Phase 2, and Phase 3 of the State Officer Election Process.**
- **Register for the State Leadership Meeting.**
- **Register to attend the Gala at State Leadership Meeting.**

**Section I: General Information**

Jacket Size \_\_\_\_\_

Candidate's Name: \_\_\_\_\_ Polo Size \_\_\_\_\_

Gender: M \_\_\_ F \_\_\_ Date of Birth: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Region \_\_\_\_\_

School: \_\_\_\_\_ County: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Chapter Adviser (s) \_\_\_\_\_  
\_\_\_\_\_

Adviser's Home Address: \_\_\_\_\_  
\_\_\_\_\_

Adviser's Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Number of Years in Family and Consumer Sciences: \_\_\_\_\_ Number of Years in FCCLA: \_\_\_\_\_  
(Minimum 1 course)

Current Grade: 9 10 11 Cumulative GPA: \_\_\_\_\_



**Section II**

**Major Contributions/Accomplishments in FCCLA**

<b>Power of One Units</b>	<b>Dates Completed</b>
<b>A Better You</b>	
<b>Family Ties</b>	
<b>Take the Lead</b>	
<b>Working on Working</b>	
<b>Speak Out for FCCLA</b>	
<b>5 Unit State/National Recognition</b>	
<b>Projects and Meeting</b>	<b>Date Completed or Attended</b>
<b>STAR Events or State Event Events Entered:</b>	
<b>Local Offices Offices Held:</b>	
<b>State Offices Offices Held:</b>	
<b>Step One</b>	
<b>Attended FCCLA Summer Leadership Camp</b>	
<b>Attended B.A.S.I.C. Training</b>	
<b>Attended Fall Rally</b>	
<b>Attended Leadership Conference</b>	
<b>Participated in Conference Events (Membership Campaign, T-shirt Design, Lapel Pin Competition)</b>	
<b>Attended Region STAR Events</b>	
<b>Attended State Leadership Meeting</b>	
<b>Attended FCCLA Day at the Capitol</b>	
<b>Attended National Cluster Meeting</b>	
<b>Attended National Leadership Meeting</b>	
<b>Participated in Georgia National Fair FCCLA Events (Knowledge Bowl, Fair Booths, Chili Cook-off, Culinary Event, Brochure Event)</b>	



### **Section III**

#### **Other Accomplishments/Honors**

Attach pages with the following statements as headings. Provide the information requested.

- List other contributions the candidate has made to Family, Career, and Community Leaders of America and the Family and Consumer Sciences Program.
- List other contributions to the school and community.
- List major honors and awards received.
- List Family and Consumer Sciences and related occupations courses and grade level when taken.

### **Section IV**

#### **Recommendation Letters**

Recommendations should briefly attest to the applicant's leadership ability, interest in Family and Consumer Sciences and ability to assume responsibility.

Attach recommendations from the following:

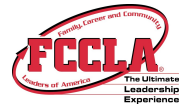
- Principal, CTAE Supervisor or Superintendent
- Family and Consumer Sciences Teacher
- Community Leader

### **Section V**

#### **Other Attachments**

**Attach:**

- An official transcript. The transcript should reflect the same GPA as listed on the front of this form.
- A wallet-sized photo of the candidate (Attached to front of application)



**Signatures**

Being a State Officer is a responsibility that requires firm commitment and cooperation. State Officers are expected to:

- Communicate regularly and respond promptly to all inquires for information.
- Check email daily.
- Submit Monthly Officer Reports to the State President and State Office.
- Make after school visits to local chapters to discuss FCCLA and encourage further participation in state and national programs.
- Attend all state officer meetings and functions from start to finish.
- Attend all required meetings as outlined in the State Officer Agreement.
- Keep a notebook of all activities during term in office.
- Work to recruit new chapters and new members.
- Assist with expenses not paid by the state association or local chapter necessary to carry out the duties of the office.
- Support chapter advisors in their efforts to implement Georgia FCCLA.
- Purchase the Official State Officer Uniform.
- Abide by the policies set forth for behavior and attendance as stated in the Code of Conduct.

The undersigned certify that the above candidate for State Office has been recommended by his/her chapter, is qualified for position and has approval to hold the position if selected.

\_\_\_\_\_  
Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Adviser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTAE Supervisor

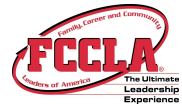
\_\_\_\_\_  
Date

\_\_\_\_\_  
School Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Superintendent

\_\_\_\_\_  
Date



**Georgia Association  
Family, Career, and Community Leaders of America  
Application for Middle Level Representative**

**Return completed application POSTMARKED BY February 1 to:  
Georgia FCCLA  
283 Swanson Drive Suite #204  
Lawrenceville, GA 30043**

Option 1- Print out a copy of the form and complete by typing or printing in blue or black ink.  
Option 2- Complete the form on-screen. Do not add extra lines in the form.

**State Officer Candidates are required to:**

- **Have a GPA of at least 80 (unweighted) at the time of submission of application.**
- **Complete Phase 1, Phase 2, and Phase 3 of the State Officer Election Process.**
- **Register for the State Leadership Meeting.**
- **Register to attend the Gala at State Leadership Meeting.**

**Section I: General Information**

Jacket Size \_\_\_\_\_

Candidate's Name: \_\_\_\_\_ Polo Size \_\_\_\_\_

Gender: M \_\_\_\_\_ F \_\_\_\_\_ Date of Birth: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Region:        1    2    3    4    5    6    7

School: \_\_\_\_\_ County: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Chapter Adviser (s) \_\_\_\_\_  
\_\_\_\_\_

Adviser's Home Address: \_\_\_\_\_  
\_\_\_\_\_

Adviser's Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Number of Years in Family and Consumer Sciences: \_\_\_\_\_ Number of Years in FCCLA: \_\_\_\_\_

Current Grade:    6    7                      Cumulative GPA: \_\_\_\_\_



**Major Contributions/Accomplishments in FCCLA**



<b>Power of One Units</b>	<b>Dates Completed</b>
<b>A Better You</b>	
<b>Family Ties</b>	
<b>Take the Lead</b>	
<b>Working on Working</b>	
<b>Speak Out for FCCLA</b>	
<b>5 Unit State/National Recognition</b>	
<b>Projects and Meeting</b>	<b>Date Completed or Attended</b>
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<b>Attended Fall Leadership Rally</b>	
<b>Attended Leadership Conference</b>	
<b>Participated in Conference Events (Membership Campaign, T-shirt Design, Lapel Pin Competition)</b>	
<b>Attended Region STAR Events</b>	
<b>Attended State Leadership Meeting</b>	
<b>Attended FCCLA Day at the Capitol</b>	
<b>Attended National Cluster Meeting</b>	
<b>Attended National Leadership Meeting</b>	
<b>Participated in Georgia National Fair FCCLA Events (Knowledge Bowl, Fair Booths, Chili Cook-off, Culinary Event, Brochure Event)</b>	



### Section III

#### Other Accomplishments/Honors

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- List other contributions to the school and community.
- List major honors and awards received.
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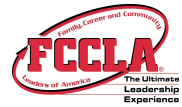
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- Family and Consumer Sciences Teacher
- Community Leader

### Section V

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**Section VI**

**Signatures**

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- Check email daily.
- Submit Monthly Officer Reports to the State President and State Office.
- Make after school visits to local chapters to discuss FCCLA and encourage further participation in state and national programs.
- Attend all state officer meetings and functions from start to finish.
- Attend all required meetings as outlined in the State Officer Agreement.
- Keep a notebook of all activities during term in office.
- Work to recruit new chapters and new members.
- Assist with expenses not paid by the state association or local chapter necessary to carry out the duties of the office.
- Support chapter advisors in their efforts to implement Georgia FCCLA.
- Purchase the Official State Officer Uniform.
- Abide by the policies set forth for behavior and attendance as stated in the Code of Conduct.

The undersigned certify that the above candidate for State Office has been recommended by his/her chapter, is qualified for position and has approval to hold the position if selected.

\_\_\_\_\_  
Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Adviser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTAE Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Superintendent

\_\_\_\_\_  
Date



**State Interview Committee Rubric –Phase I  
General Information Evaluation for All Officers**

**Candidate’s Name:** \_\_\_\_\_

**Applying for:** \_\_\_ **President/First Vice-President/Parliamentarian**  
 \_\_\_ **Other Offices**  
 \_\_\_ **Middle Level Representative**

**School:** \_\_\_\_\_ **Region:** \_\_\_\_\_

**Phase I: Candidate’s Application**

Score:	0-1	2-3	4-5	Total
Appearance of Application	Typed or hand-written, not legible, several grammatical errors, spelling errors	Typed or hand-written with some spelling and/or grammatical errors	Typed in a professional and business format with few or no errors	
Contribution to Local FCCLA Activities	Evidence of 2 or less activities	Evidence of 3 to 4 activities	Evidence of 5 or more activities	
Contribution to State FCCLA Meetings	No Involvement	Evidence of 1 to 2 activities	Evidence of 3 or more activities	
Contribution to National FCCLA Meetings	No Involvement	Evidence of 1 to 2 activities	Evidence of 3 or more activities	
Involvement in National FCCLA Programs	Involved in 2 or less programs	Involved in 3 to 4 programs	Involved in 5 or more programs	
Recommendations by Others	Evidence of 1 recommendation that expresses endorsement	Evidence of 2 recommendations that express endorsement	Evidence of 3 or more recommendations that express endorsement	

**Total points earned by this candidate in Phase I:** \_\_\_\_\_

- **A maximum of 30 points may be earned in Phase I from the application**

**Interview Committee:**

**Recommended** \_\_\_\_\_

**Not Recommended** \_\_\_\_\_



**State Interview Committee Rubric—Phase II  
General Information Evaluation for All Officers**

**Candidate's Name:** \_\_\_\_\_  
**Applying for:** \_\_\_\_\_ **President/First Vice-President/Parliamentarian**  
                   \_\_\_\_\_ **Other Offices**  
                   \_\_\_\_\_ **Middle Level Representative**

**School:** \_\_\_\_\_ **Region:** \_\_\_\_\_

**Phase II: Interview & Exam**

<u>Appearance</u>	0-1	2-3	4-5	Total
Grooming				
Posture				
<u>Oral Interview</u>				
Knowledge of FCCLA				
Enthusiasm				
Content of responses				
<u>Communication Techniques</u>				
Voice Pronunciation, Diction				
English usage				
Eye contact with Interviewer				

**Total points earned by this candidate in the Interview:** \_\_\_\_\_ (max. 40)

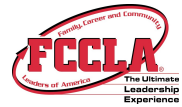
**Total points earned by this candidate on the Exam:** \_\_\_\_\_ (max. 30)

**Total points earned by this candidate in Phase II:** \_\_\_\_\_

- **A minimum of 52 points required to move onto Phase III.**

**Interview Committee**  
**Recommended** \_\_\_\_\_

**Not Recommended** \_\_\_\_\_



# FCCLA State Officer Adviser Agreement

As an adviser to a State Officer candidate, you play a vital role in the state officer experience. It is important for you to be supportive and encouraging. You must be there to help relieve stress by listening and giving advice when the state officer needs it.

Encourage your candidate to practice presentations with you and help prepare them for question and answer sessions. They must be quick to answer the hard questions from FCCLA members and advisers.

Advisers, please initial each:

- I will ensure that my State Officer is supervised at all times.
- I am responsible for the actions and behavior of my State Officer (dress code, punctuality, meeting attendance, etc.)
- I will ensure that my State Officer fulfills all of his/her duties as defined by FCCLA guidelines.
- I will ensure that my officer attends mandatory events and is on time, prepared academically, and in the official uniform.
- As an adviser to a State Officer, I understand I am expected to assist in workshops, rallies, conferences, and competitions in a variety of duties.

\_\_\_\_\_  
Adviser

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTAE Supervisor

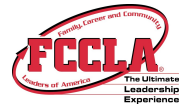
\_\_\_\_\_  
Date

\_\_\_\_\_  
School Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Superintendent

\_\_\_\_\_  
Date



# SAMPLE

## Travel Agreement Form

If someone **other than** the Chapter Adviser, State Staff or parent of the officer will transport the officer to meetings, the details of this must be arranged in a **written agreement** . **A copy of this agreement must be provided to the State Office at least two ( 2 ) weeks prior to the event.**

All students must adhere to their **local school district’s student transportation policy** and procedures. The transporting party must be provided with **proper insurance information and permission forms.**

Check the following that applies to \_\_\_\_\_ event:

\_\_\_ The officer will be transported to required event as a part of his/her official responsibilities by means of **another Chapter Adviser.**

\_\_\_ The officer will be transported to required event as a part of his/her official responsibilities by means of **Region Adviser.**

\_\_\_ The officer will be transported to required event as a part of his/her official responsibilities by means of a **Chaperone.**

My signature below verifies that the above mode of transportation are not in violation of the \_\_\_\_\_ School District student transportation policy.

By signing, I understand and agree to my son/daughter to travel by the means mentioned above to any Georgia FCCLA event.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adviser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parents

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Principal

\_\_\_\_\_  
Date



## State Officer Checklist

### Candidates :

- \_\_\_ Application for State Office
- \_\_\_ Attached Accomplishments/Honors
- \_\_\_ Recommendation Letters
- \_\_\_ Official Transcript
- \_\_\_ Wallet-sized Photo
- \_\_\_ Completed Signature Page
- \_\_\_ Adviser Agreement

### Middle Level Candidates:

- \_\_\_ Application for Middle Level Representative
- \_\_\_ Attached Accomplishments/Honors
- \_\_\_ Recommendation Letters
- \_\_\_ Official Transcript
- \_\_\_ Wallet-sized Photo
- \_\_\_ Completed Signature Page
- \_\_\_ Adviser Agreement

**\*Return Complete Packet  
POSTMARKED BY  
February 1 to :**

**Georgia FCCLA State Office  
283 Swanson Drive Suite #204  
Lawrenceville GA 30043**





## Letter of Intent to Run for State Office

I, \_\_\_\_\_, from  
\_\_\_\_\_ School and Region \_\_\_\_\_ will be  
submitting a State Officer Application by the deadline date  
of February 1, 2013.

Adviser Signature \_\_\_\_\_  
Adviser Email Address \_\_\_\_\_

Please send me any information relevant to my application  
and interview on Saturday, February 9, 2013 at the FFA-  
FCCLA Center in Covington.

Emailed, Faxed or Mailed (Postmarked) by *January 18*

Email to: [gafccla@gmail.com](mailto:gafccla@gmail.com)

Fax to: 678-735-0094

Mail to:  
Georgia FCCLA  
283 Swanson Drive Suite #204  
Lawrenceville GA 30043