



**GEORGIA**  
STATE ASSOCIATION

**2021-2022**

# **National Officer Candidate Handbook and Application**

Georgia FCCLA

PO Box 840

Bogart, GA 30622

## Table of Contents

|   |           |
|---|-----------|
| General Responsibilities of National Officers                       | 2         |
| FCCLA State Officer Duties and Responsibilities                     | 2         |
| Eligibility   | 3         |
| Qualifications  | 3         |
| FCCLA State Officer Code of Conduct                                 | 4         |
| FCCLA State Officer Policies and Procedures                         | 4         |
| Professional Image and Official Dress                               | 5         |
| Travel Policies and Procedures                                      | 5         |
| National Officer Communication Requirements                         | 5         |
| Conferences and Meetings  | 6         |
| Social Media  | 7         |
| Financial Commitment  | 7         |
| National Officer Candidate Election Process                         | 8         |
| <b>Georgia FCCLA Application for National Officer Candidates</b>    | <b>10</b> |
| <b>Section IV: Recommendation Letters</b>                           | <b>12</b> |
| <b>Section V: Transcript</b>  | <b>12</b> |
| <b>Section VI: Signature Pages</b>                                  | <b>12</b> |
| <b>National Officer Candidate Signature Page</b>                    | <b>13</b> |
| <b>Chapter Adviser to National Officer Candidate Signature Page</b> | <b>14</b> |
| <b>National Officer Candidate Checklist</b>                         | <b>15</b> |
| <b>State Interview Committee Rubric – Phase 2</b>                   | <b>16</b> |
| <b>State Interview Committee Rubric – Phase 3</b>                   | <b>17</b> |
| <b>FCCLA National Officer Candidate Study Guide</b>                 | <b>18</b> |

## General Responsibilities of National Officers

As a National Officer, you will have the responsibility for over 182,000 members of the organization. FCCLA must be one of your top priorities for an entire year. Being a National Officer involves a tremendous amount of time, commitment, and responsibility to the organization.

As a National 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.

National 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 National 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. National 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 National Officer team and the Georgia FCCLA State Executive Council!

## FCCLA State Officer Duties and Responsibilities

- All national officers work with the State Executive Council
- National Officers are NOT allowed to compete in STAR Events during their year of office.
- All National Officers are required to communicate regularly with the National Officer team, the State Executive Council, executive director and other appropriate parties on a regular basis and respond promptly to all inquiries for information.
- Officers must check their email **daily**.
- Attend all National Officer and state conferences meetings and functions from start to finish.
- VP of Leadership Development are required to send monthly reports to the president, first vice president, chapter adviser and executive director.
- VP of Leadership Development are required to complete a State Officer Scholarship Rubric and will go over their progress with State Staff at State Executive Council meetings.
- Make school visits to local chapters to discuss FCCLA and encourage further participation in state and national programs.
- Keep a notebook of all activities during term in office.
- Communicate with chapter adviser on a regular basis.
- Support chapter advisers in their efforts to implement FCCLA.
- Assist with expenses not paid by the National association, the state association or local chapters necessary to carry out the duties of the office.

## Eligibility

- Deadline: The online form must be completed and submitted by midnight on January 21<sup>st</sup>. If all or any part of the officer application is received after the deadline, the entire application may be disqualified.
- Candidates for national office must be in 10<sup>th</sup> or 11<sup>th</sup> grade.
- At the State Leadership Conference, all National Officer Candidates will prepare an up to 2-minute speech and answer a fact and situation question. Voting delegates will cast votes for candidates prior to the start of the Opening Session. Themes will be given after the candidate interview in February.
- Dress Code: All candidates will wear official dress when giving their speeches and during the candidate interviews at State Leadership Conference. Official dress for candidates is the red jacket, white oxford button-down shirt, black pants, and black, closed toe shoes.

## Qualifications

- Affiliated member of an affiliated chapter.
- Enrollment in tenth grade or above.
- Has earned at least one Carnegie unit in a Family and Consumer Sciences course.
- Current or past officer of a local chapter.
- Three recommendations: one from a school administrator, one from a family and consumer sciences teacher and one from a community leader. Signatures of support from a chapter adviser and a parent or guardian.
- Participation in one of the FCCLA national programs.
- Have a GPA of at least 80 (unweighted) at the time of submission of application.
- Must attend the Candidate Eligibility Interviews and wear a red polo shirt (provided by Georgia FCCLA, if needed) and black pants.
- Cannot hold a district or state office in any other school or school related organization, or organization relating to Family and Consumer Sciences.

## FCCLA State Officer Code of Conduct

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

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

## FCCLA State Officer Policies and Procedures

- The term of office shall be for one year, to begin at the conclusion of the State Leadership Conference, or until successors are elected.
- 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.
- State Officers may be removed from office for one of the following: Violations of the Code of Conduct, lacking sufficient preparation and readiness for meetings, not fulfilling officer duties and responsibilities.
- Removal process will take the following steps:
  - **Filing of Complaint:** A state officer, chapter adviser or State Adviser must file a written complaint with the Executive Director.
  - **Notification and Inquiry:** The state officer involved will be notified that an inquiry is being conducted regarding a complaint.
  - **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.
  - **Probation:** If the infraction is of a correctable nature, the state officers will be given appropriate training and a time table to improve their performance.
  - **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.
  - **Appeal:** The Board of Directors shall have the final decision on all disciplinary termination or probation with regards to the state officers.

## Professional Image and Official Dress

- Being a National Officer or VP of Leadership Development is a major responsibility that requires firm commitment and cooperation. VP of Leadership Development is expected to present themselves in an exemplary manner in appearance and behavior.
- VP of Leadership Development are expected to purchase and wear the official uniform when making public appearances on behalf of Georgia FCCLA, unless otherwise requested or approved by the Executive Director.
- In less formal occasions, VP of Leadership Development may be asked to wear FCCLA polo shirt or collared shirt with black dress pants.
- National Officer candidates must purchase black pants, white, button-down shirt, ascot or tie and black dress shoes. Females must have black pumps. Georgia FCCLA will provide the red jacket. If not elected, the red jacket is to be returned to Georgia FCCLA. The Official Dress can be purchased through the FCCLA Store.

## Travel Policies and Procedures

- As the VP of Leadership Development, 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.
- First and foremost, National Officers and VP of Leadership Development must follow their local district travel policies in terms of travel to and from events.
- National Officers / VP of Leadership Development are permitted to transport themselves to chapter and business and industry visits within their region (if permitted by local district travel policies). A travel document must be signed prior to the visit with signatures from a parent/guardian, chapter adviser, and one school administrator.
- The National Officer / VP of Leadership Development's school or school system and/or parents/guardians are responsible for providing transportation to and from Georgia FCCLA events (in accordance with the local district travel policies).
- If the National Officer / VP of Leadership Development's school or school system and/or parents/guardians are unable to provide transportation (and other transportation methods were requested according to the officer transportation flow chart), the National Officer / VP of Leadership Development can transport themselves to and from the event (if permitted by local district travel policies). Prior communication must have been made from the National Officer / VP of Leadership Development's adviser with the Executive Director and the travel document must be signed prior to the event with signatures from a parent/guardian, chapter adviser, and one school administrator. A new travel form must be signed for each event.
- The chapter adviser is still required to attend the event as per this handbook and the National Officer. Adviser Signature Page. Excessive lack of transportation will be reviewed by the Board of Directors as per the State Officer Policies and Procedures.
- A multiple release form must be signed by a candidate parent/guardian and local adviser. This form will be kept on file all year.

## National Officer Communication Requirements

- Each National Officer should have access to internet to check email daily.
- VP of Leadership Development will be required to submit their Monthly Officer Report to the president, first vice president, chapter adviser and executive director no later than the 5<sup>th</sup> of the month. National Officers will submit their Monthly Officer Report to National FCCLA

## Conferences and Meetings

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

| Event                                     | Dates*   | Location   |
|---|--|--|
| State Officer Training                    | April 29 <sup>th</sup> – May 1 <sup>st</sup> , 2021  | Georgia FFA-FCCLA Center, Covington                                |
| CTSO Training                             | June 11 <sup>th</sup> – June 13 <sup>th</sup> , 2021   | Georgia FFA-FCCLA Center, Covington                                |
| June State Executive Council Meeting      | June 13 <sup>th</sup> – June 15 <sup>th</sup> , 2021   | Georgia FFA-FCCLA Center, Covington                                |
| September State Executive Council Meeting | September 16 <sup>th</sup> -18 <sup>th</sup> , 2021  | Camp John Hope, Fort Valley  |
| DISCOVER Training                         | September 18 <sup>th</sup> , 2021  | Camp John Hope, Fort Valley  |
| Fall Leadership Rally                     | October 12 <sup>th</sup> -13 <sup>th</sup> , 2021  | Georgia National Fairgrounds, Perry                                |
| Fall Leadership Conference                | November 8 <sup>th</sup> -10 <sup>th</sup> , 2021 (COV)<br>November 9 <sup>th</sup> -11 <sup>th</sup> , 2021 (CJH) | Georgia FFA-FCCLA Center, Covington<br>Camp John Hope, Fort Valley |
| December State Executive Council Meeting  | December 2 <sup>nd</sup> -4 <sup>th</sup> , 2021   | Georgia FFA-FCCLA Center, Covington                                |
| February State Executive Council Meeting  | February 3 <sup>rd</sup> -5 <sup>th</sup> , 2022   | Georgia FFA-FCCLA Center, Covington                                |
| Region STAR Events                        | February 2022 (TBD)  | Various Locations  |
| Day at the Capitol                        | February 2022 (TBD)  | State Capitol Building, Atlanta                                    |
| State Leadership Conference               | March 23-26, 2022  | The Classic Center, Athens   |

\*Dates are subject to change.

## Social Media

Voting Delegates frequently check social media sites prior to selecting the members that will serve as Georgia FCCLA National Officer Candidate / VP of Leadership Development. With that in mind, we highly recommend immediately removing any inappropriate language or material (i.e., photos comments, status updates, links, likes, etc.).

If you serve as a National Officer or a VP of Leadership Development, you must maintain clean and positive social media pages. Your sites will be frequently checked by state staff and consequences can result from failure to adhere to this important requirement.

Examples of unsuitable material – posted by you or your friends – include inappropriate behavior in photos, videos, or written references, such as:

- Revealing photos
- Profanity, alcohol, smoking, drug use or sexual content
- Any negative content toward peers, school officials or FCCLA
- Links or “likes” to inappropriate sites or pages

Social media sites should not be used to campaign or ask for votes. Your page should not reveal that you are a National Officer Candidate.

Georgia FCCLA thanks you for representing yourself and FCCLA in a manner that reflects your role as a youth leader in our organization.

## Financial Commitment

- National Officer Candidates must purchase black sheath dress, black pants, white, button-down shirt and black dress shoes. Females must have black pumps. Georgia FCCLA will provide the red jacket. The jacket may be purchased at the end of the state officer term, or returned to Georgia FCCLA. The Official Dress can be purchased through the FCCLA Store.
- Female National Officer Candidates will bring an appropriate white dress with a slip for installation at State Leadership Conference. Male National Officer Candidates will be prepared with a black suit during installation at State Leadership Conference.
- Once elected, Georgia FCCLA will provide lodging and meals at officer meetings and conferences, as well as cover the registration costs for Georgia FCCLA conferences.
- Georgia FCCLA will purchase an officer polo shirt, red jacket and tie or ascot for officers. VPs of Leadership Development are required to purchase other items to complete the official officer dress, as determined by the State Executive Council.
- Georgia FCCLA does not reimburse for travel to and from meetings. Transportation will be the responsibility of the officer’s adviser or parents/guardians, in accordance with the local district travel policies.
- National Officers and VPs of Leadership Development are responsible for providing a formal, red dress or tuxedo to wear at the State Leadership Conference.
- National Officers are responsible for having access to e-mail.

# National Officer Candidate Election Process

## Phase 1 – Intent Form Completion

- Candidate: Complete the [Online Intent Form](#) by January 7, 2021
- Candidate’s Adviser: Complete the Online Intent Form (received via e-mail once the candidate has completed their online intent form) by January 7, 2021

## Phase 2 – [Application Submission](#) (Must be submitted by January 21, 2021)

- Section I: Application for National Officer Candidate
- Section II: Major Contributions/Accomplishments in FCCLA (Resume)
- Section III: Other Accomplishments/Honors
- Section IV: Three Recommendation Letters
- Section V: Transcript
  - Transcripts should be mailed to the Georgia FCCLA State Office postmarked by January 21, 2021
- Section VI: Signature Page

## Phase 3 – National/State Officer Qualifying Exam & Interviews

- National/State Officer Qualifying Exam will be given virtually through DLG.
- Candidates will be given the National/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 FCCLA, the State Officer Application and Handbook, and parliamentary procedure knowledge. A study guide will be provided.
- National Officer Candidates will be able to take the exam on Monday, February 8<sup>th</sup> from 8:00 AM to 8:00 PM.
- Each National Officer Candidate Adviser will receive an email with the candidates’ password and login information by Friday, February 5<sup>th</sup>, 2021 by noon.
- Each candidate will agree to a security and ethical statement in the testing platform prior to beginning the test.
- If a National Officer Candidate and State Officer Candidate is affiliated in the same chapter, they must take the Officer Qualifying Exam at the same time.

## Phase 4 – National Officer Candidate Orientation and Interviews

- National Officer Candidate Orientation & Interviews will be held on Tuesday, February 9<sup>th</sup>, 2021 starting at 3:30 PM
- Candidates and Advisers will be given a Zoom Link and Password for State Officer Candidate Interviews on Monday, February 8<sup>th</sup>, 2021.
- Advisers and candidates will be walked through the candidate process and requirements by the State Interview Committee Coordinator and Executive Director.
- Candidates must wear a red polo-type shirt.
- In order to move on to Phase 5, candidates must receive at least 80 points during Phase 3 & 4 combined.
- In the situation that there are more than 4 National Officer candidates that receive 80 points or higher during Phase 3 & 4 combined, then only the top 4 candidates will move on to Phase 5.

## **Phase 5 – Candidate Speeches and Election (State Leadership Conference)**

- Candidates are required to register for and attend in-person to the State Leadership Conference and the gala at the State Leadership Conference.
- Candidates will give a 2-minute speech at the State Leadership Conference. This speech will be either the State Officer Prompt or the National FCCLA speech topic for National Officer Candidates.
- Candidates must be in Official Dress with black dress pants and black shoes.
- Candidates will deliver their speech on the first afternoon of the State Leadership Conference. Speech times will be given to candidates. Voting will take place prior to the Opening Session.
- All candidates will receive a Letter of Notification on the first night of State Leadership Conference.
- A Selection Committee will interview the elected candidates and will assign offices based on qualifications, speech and interview.
- Candidates receiving an office will be announced at the Recognition Session. A long, semi-formal white dress will be worn by females. A picture of the dress will need to be sent to the Executive Director by March 1<sup>st</sup> for approval. Males will wear a rented tuxedo.
- Installation Ceremony will take place during the Closing Session.

## Georgia FCCLA Application for National Officer Candidates

### **State Officer Candidates are required to:**

- Have a GPA of at least 80 (unweighted) at the time of submission of application
- Register for and attend the State Leadership Conference
- Register to attend the Gala at the State Leadership Conference

### **Section 1: General Information**

The following information will appear on the online application:

- Affiliation Type: Comprehensive or Occupational
- Candidate's Name
- Candidate's Membership ID Number
- Current Grade Level
- Jacket Size (men's or women's and a size number)
- T-shirt/polo shirt size (Example: Small, Medium, Large)
- Gender
- Date of Birth
- Region
- School
- E-mail Address
- Home Address
- Cell Phone Number (or home phone, if no cell phone)
- Chapter Adviser Name
- Adviser E-mail
- Family and Consumer Sciences courses taken (must have at least one Carnegie unit)
- Number of Years in FCCLA
- Unweighted GPA

The logo for "BEYOND MEASURE" is enclosed in a red rectangular border. The word "BEYOND" is on the top line, and "MEASURE" is on the bottom line. The letters "BE" in "BEYOND" and "ME" in "MEASURE" are colored red, while the remaining letters are black.

**BEYOND  
MEASURE**

## Section II: Major Contributions/Accomplishments in FCCLA (Resume)

For this section, the candidate will submit a two-page resume listing the information below. Candidates must use the resume template provided by Georgia FCCLA and must keep the resume to two pages.

This two-page resume will be placed on the Georgia FCCLA Website for chapters and Voting Delegates to view.

Information needed for the resume:

- Candidate's picture
- Candidate's school and grade
- Family and Consumer Sciences and related courses and grade levels when taken.
- FCCLA Projects
  - National Programs (**with a brief description**)
    - Power of One Units (A Better You, Family Ties, Take the Lead, Working on Working, Speak Out for FCCLA)
    - Career Connection
    - Families Acting for Community Traffic Safety (FACTS)
    - Families First
    - Financial Fitness
    - Community Service
    - Stand Up
    - Student Body
  - State Projects
  - Competitions
    - STAR Events
    - State Events
    - Fall Rally Events
    - Fall Leadership Conference Events
    - National Fall Conference Events
    - Online Proficiency Testing
- FCCLA Leadership
  - Committees
  - Local Office(s)
  - Region Office
  - State Office
- FCCLA Events/Conferences
  - Summer Leadership Camp and/or Culinary Camp
  - BASIC Training
  - DISCOVER Training
  - National Capitol Leadership
  - Fall Rally
  - Fall Leadership Conference
  - National Fall Conference / Virtual Leadership Experience
  - Region/Culinary STAR Events
  - Day at the Capitol
  - State Leadership Conference
  - National Leadership Conference

### Section III: Family and Consumer Sciences and Other Accomplishments/Honors

A template for section three will be provided by Georgia FCCLA. Information needed for section three includes:

- List other contributions the candidate has made to the Family and Consumer Sciences program.
- List other contributions to the school and community.
- List major honors and awards received.

### 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 three recommendations from the following:

- One from a School Administrator: Principal, CTAE Supervisor, or Superintendent
- One from your FCCLA Adviser: Family and Consumer Sciences Teacher
- One from a Community Leader (outside your local school system)

### Section V: Transcript

Attach a transcript. The transcript should reflect the same GPA as listed on the application. **Submit an official transcript through the mail to the State Office, P.O. Box 840 Bogart, GA 30622 postmarked January 21<sup>st</sup>, 2020.**

### Section VI: Signature Pages

Two signature pages must accompany the application:

- National Officer Candidate Signature Page
- Chapter Adviser to National Officer Candidate Signature Page

## National Officer Candidate Signature Page

Being a National Officer or VP of Leadership Development is a responsibility that requires firm commitment and cooperation.

National Officers or VPs of Leadership Development are expected to:

- Communicate regularly and respond promptly to all inquiries for information.
- Check email daily.
- Submit monthly officer reports to the president, first vice president, chapter adviser and executive director or National FCCLA by the 5<sup>th</sup> of the month.
- Make school visits to local chapters to discuss FCCLA and encourage further participation in state and national programs.
- Attend all required meetings and functions from start to finish as outlined in the National Officer Candidate Application. In-person attendance is expected for all meetings during the 2021-2022 school year, unless a State/National Officer is required to be temporarily quarantined.
- Ensure that they have appropriate travel arrangements to and from all Georgia FCCLA events (in accordance with the local district travel policies).
- Keep a notebook of all activities during term in office.
- Recruit new chapters and members.
- Assist with expenses not paid by the state association or local chapter necessary to carry out the duties of office.
- Purchase the Official National Officer Uniform.
- Support chapter adviser in their efforts to implement Georgia FCCLA, including frequent communication with the chapter adviser.
- Abide by the policies set forth for behavior and attendance as stated in the Code of Conduct and Officer Application.

The undersigned certify that the above candidate for National Office has been recommended by his/her chapter, is qualified for and has approval to hold a National Office if selected. If elected, the undersigned will fully support the expectations of the National Officer / VP of Leadership Development.

\_\_\_\_\_

Candidate

\_\_\_\_\_

Date

\_\_\_\_\_

Chapter Adviser

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian

\_\_\_\_\_

Date

\_\_\_\_\_

CTAE Supervisor/Director

\_\_\_\_\_

Date

\_\_\_\_\_

School Principal

\_\_\_\_\_

Date

\_\_\_\_\_

School Superintendent

\_\_\_\_\_

Date

## Chapter Adviser to National Officer Candidate Signature Page

As an adviser to a National Officer Candidate, you play a vital role in the National Officer Candidate 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 candidate 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.

Your supporting and encouraging role continues after the candidate is elected.

Advisers, please initial each:

\_\_\_\_\_ I am responsible for the actions and behavior of my National Officer / VP of Leadership Development (dress code, punctuality, meeting attendance, etc.)

\_\_\_\_\_ I will ensure that my National Officer / VP of Leadership Development fulfills all 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.

\_\_\_\_\_ I will ensure that my officer has appropriate travel arrangements to and from all Georgia FCCLA events (in accordance with the local district travel policies).

\_\_\_\_\_ I will attend **all mandatory events in their entirety** with my National Officer/VP of Leadership Development and assist in all necessary committees and events.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTAE Supervisor/Director

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## National Officer Candidate Checklist

- Phase 1 – Submit Intent Forms by January 7, 2021
  - Submit [Candidate Intent Form](#)
  - Submit Candidate Adviser Intent Form (will be e-mailed to adviser after candidate completes the Candidate Intent Form)
- Phase 2 – Complete the [online application](#) by January 21, 2021
  - Section I: General Information
  - Section II: FCCLA Resume
  - Section III: Family and Consumer Sciences and Other Accomplishments/Honors
  - Section IV: Three Recommendation Letters
  - Section V: Transcript
  - Section VI: Signature Pages
- Phase 3 – Exam and Interview
  - Secure dress code items
  - Study for the Georgia FCCLA National Officer Qualifying Exam
  - Prepare for the interview
- Phase 4 – State Leadership Conference
  - Register for the State Leadership Conference and Gala
  - Secure dress code items
  - Plan 2-minute speech for Thursday, March 11, 2021

## State Interview Committee Rubric – Phase 2

### Candidate's Application

Candidate's Name:

Region:

|  | 0-1   | 2-3  | 4-5  | Score |
|--|---|--|--|-------|
| <b>Resume:</b> Candidate's Picture, School, Grade, AND FCS and Related Courses   | 0-1 items listed  | 2-3 items listed   | 4 or more items listed   |       |
| <b>Resume:</b> FCCLA Projects  | Evidence of 4 or less activities (participation in National Programs, STAR Events, State Competitive Events, State Projects, and/or Step One) | Evidence of 5 to 9 or more activities (participation in National Programs, STAR Events, State Competitive Events, State Projects, and/or Step One) | Evidence of 10 or more activities (participation in National Programs, STAR Events, State Competitive Events, State Projects, and/or Step One) |       |
| <b>Resume:</b> FCCLA Leadership  | No involvement  | Evidence of 1 to 2 leadership positions  | Evidence of 3 or more leadership positions   |       |
| <b>Resume:</b> FCCLA Events/Conferences  | Involved in 0-1 varied events   | Evidence of 2 to 3 varied events   | Evidence of 4 or more varied events  |       |
| <b>FCS and Other Accomplishments and Honors</b>  | Evidence of 3 or less accomplishments or honors   | Evidence of 4 to 6 accomplishments or honors   | Evidence of 7 to 10 or more accomplishments or honors  |       |
| <b>Recommendations by Others</b>   | Evidence of 1 recommendation that expresses endorsement   | Evidence of 2 recommendations that express endorsement   | Evidence of 3 recommendations that express endorsement   |       |
| <b>Appearance of Application</b><br><small>(i.e. font choices, font sizes, general formatting, spelling/ grammatical errors, etc.)</small> | Several formatting errors; several grammatical/ spelling errors   | Inconsistent formatting; some grammatical/ spelling errors   | Consistent formatting; no grammatical/ spelling errors   |       |
| <b>Signatures</b>  | Missing at least 2 signatures   | Missing at least 1 signature   | All signatures found   |       |
| <b>Total points earned by this candidate from application (max 40)</b>   |   |  |  |       |

## State Interview Committee Rubric – Phase 3

### Phase 3: Interview & Exam

Candidate's Name:

Region:

Applying for:

- President/First Vice President
- Other Offices

|  | 0-1   | 2-3  | 4-5  | Score |
|--|---|--|--|-------|
| <b>Professional Appearance</b>   | Dressed casually but not necessarily appropriate, slightly polished, neat                                   | Appropriately dressed, polished, generally neat  | Highly appropriately dressed, well-polished, extremely neat  |       |
| <b>Non-Verbal Communication</b>  | Does not shake hands, minimal eye contact, does not smile   | Weak handshake, poor posture, weak smile and eye contact   | Firm handshake, genuine smile, confident body language, eye contact, good posture                                    |       |
| <b>Knowledge of FCCLA</b>  | Shows little understanding of the purpose of FCCLA and all that it entitles                                 | Shows adequate knowledge of the purpose of FCCLA and all that it entitles  | Shows superior knowledge of the purpose of FCCLA and all that it entitles.   |       |
| <b>Content of responses</b>  | "Yes" or "No" answers, does not refer to applicable strengths/skills, uses words like "things" or "stuff"   | Responses too short or vague, refers to personal strengths, skills occasionally  | Well-constructed, confident responses with examples, consistently relates how skills will contribute to any position |       |
| <b>Delivery and Instruction</b>  | Speaks too quietly or loudly, inappropriate language, lots of "umms" or fidgeting, poor grammar and diction | Mumbles occasionally, minimal "umms" and fidgeting, conversation stops and starts at times, satisfactory grammar and diction | Speaks clearly at all times, no distracting mannerisms, easy to converse with, uses proper diction and grammar       |       |
| Total points earned by this candidate in the Interview (max 25)  |   |  |  |       |
| Total points earned by this candidate on the Exam (max 35)   |   |  |  |       |
| Total points earned by this candidate from Application (max 40)<br>(transferred from Phase 2 rubric)                               |   |  |  |       |
| <b>Total points</b> earned by this candidate in Phase 2-3 (max 100)<br>(A minimum of 80 points are required to move on to Phase 4) |   |  |  |       |

# FCCLA National Officer Candidate Study Guide

## Section 1 - National Creed, Motto, Opening, Closing Information

### Officer's Portion of the Opening Ceremony.

"Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation."

### Members Portion of the Opening Ceremony.

"As we work toward the accomplishment of our goals, we learn cooperation, take responsibility, develop leadership and give service."

### The FCCLA Creed

"We are the Family, Career, and Community Leaders of America.  
We face the future with warm courage and high hope.  
For we have the clear consciousness of seeking old and precious values.  
For we are the builders of homes,  
Homes for America's future.  
Homes where living will be the expression of everything that is good and fair.  
Homes where truth and love and security and faith will be realities, not dreams.  
We are the Family, Career, and Community Leaders of America.  
We face the future with warm courage and high hope."

### The FCCLA Mission

To promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

## Section 2 - National FCCLA Information

### What do the letters FCCLA stand for?

Family, Career, and Community Leaders of America

### What is the tagline for FCCLA?

The Ultimate Leadership Experience

### Who is the National Executive Director of FCCLA?

Sandy Spavone

**Name 5 current youth concerns FCCLA chapter projects focus on.**

1. Teen pregnancy
2. Parenting
3. Family relationships
4. Substance abuse
5. Peer pressure
6. Environment
7. Nutrition and fitness
8. Teen violence
9. Career exploration
10. Entrepreneurship

**What is the flower of the organization?**

The red rose is the flower of the organization

**What does the flower of the organization represent?**

It represents the search for beauty in everyday living.

**What is the motto?**

Toward New Horizons

**Name the 5 components of the planning process. (Must be in this order)**

- Identify Concerns
- Set your Goal
- Form a Plan
- Act
- Follow Up

**What are the colors of FCCLA?**

The colors of the organization are red and white

**What are the eight purposes of the organization?**

1. To provide opportunities for personal development and preparation for adult life
2. To strengthen the function of the family as a basic unit of society
3. To encourage democracy through cooperative action in the home and community
4. To encourage individual and group involvement in helping achieve global cooperation and harmony
5. To promote greater understanding between youth and adults
6. To provide opportunities for making decisions and for assuming responsibilities
7. To prepare for the multiple roles of society
8. To promote family and consumer sciences and related occupations

**Local groups of FCCLA should be referred to as \_\_\_\_\_.**

Chapters

**Meetings should be opened and closed with the official \_\_\_\_\_.**

Ceremonies

**FCCLA is the only in-school organization with the \_\_\_\_\_ as its central focus.**

Family

**FCCLA provides opportunities for active student participation at the \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ levels.**

local, state, national

**Where will the National Leadership Conference be held in 2021?**

Nashville, TN

**How many national officers (students) are elected by the voting delegates at the annual FCCLA National Leadership Conference?**

10

**Who is the current FCCLA National President and where do they live?**

Supriya Patel, Minnesota

**What is the Japanese Exchange Program?**

It is a scholarship opportunity for FCCLA members to travel to Japan for four-to-six weeks as an exchange student. The scholarship is funded by the Kikkoman Corporation and administered by Youth For Understanding USA.

**What is the name of the FCCLA National Magazine?**

Teen Times

**National Fall Conference will be held where in 2021?**

Columbus, Ohio

**What is the national theme this year?**

Beyond Measure

**When was the organization founded?**

June 11, 1945

**Who is considered the founder of the organization?**

Edna P. Amidon

**During the year of 1945, what was the name of the organization that was founded for African American students in 16 states where schools were segregated by state law?**

New Homemakers of America

**When did the organization change its name from Future Homemakers of America to Family, Career, and Community Leaders of America?**

July 1999

**Other than FCCLA, what other names has the organization been called?**

Future Homemakers of America, New Homemakers of America

**Future Homemakers of America and New Homemakers of America merged during what year?**

1965

**When was the first national convention held?**

July 1948

**Where was the first national convention held?**

Kansas City, MO

**How many delegates attended the first national meeting?**

2,000 delegates

**Who and when was the organization's first male national officer elected?**

Toney Bingham, July 1973

**When did STAR Events begin?**

1983 National Leadership Meeting

**When did the series of national regional meetings, formerly known as Cluster Meetings, begin?**

1983

**In the winter of 1985, what publication was introduced for chapter advisers?**

The Adviser

**Where is the National FCCLA Headquarters located?**

Reston, VA

## **Section 3 - National Programs**

**Adults who are interested in supporting the goals of the organization may become \_\_\_& \_\_\_ members.**

Alumni & Associates

**The national program with The Healthy You, The Fit You, The Real You and The Resilient You components is called \_\_\_\_\_.**

Student Body

**The national program which teaches teens to manage their money is called \_\_\_\_\_.**

Financial Fitness

**The national program which promotes highway traffic safety is called \_\_\_\_\_.**

FACTS (Families Acting for Community Traffic Safety)

**The national program which uses peer education to strengthen families is called \_\_\_\_\_.**

Families First

**The national program which promotes job readiness is called \_\_\_\_\_.**

Career Connection

**The individual project recognition program is called \_\_\_\_\_.**

Power of One

**The national program that is a peer-to-peer outreach initiative that empowers young people to recognize, report, and reduce the potential for youth violence is called \_\_\_\_\_.**

Stand Up

**Name the five units of Power of One.**

1. A Better You
2. Family Ties
3. Working on Working
4. Take the Lead
5. Speak out for FCCLA

**Name the program that recognizes advisers who oversee strong and active chapters.**

Master Adviser

**Name the program that recognizes advisers who spend several years assisting and training new chapter advisers.**

Adviser Mentor

**Name the competitive events program that recognizes members for proficiency and achievement in leadership and job-related skills.**

STAR Events

**What does the acronym STAR in STAR Events stand for?**

Students Taking Action with Recognition

**What is the program designed to help new members learn about FCCLA?**

Step One

**In which STAR Event do members plan and conduct a child development related project?**

Focus on Children

**In which STAR Event do members go through all the steps in obtaining employment?**

Job Interview

**In which STAR Event do members develop a lesson plan and present a lesson for small children?**

Early Childhood Education

**In which STAR Event do members make an oral presentation about issues related to family and consumer sciences?**

Illustrated Talk

**In which STAR Events area do members demonstrate skills in teamwork and food service techniques?**

Culinary Arts

**Who may enter the Level 1 category in STAR Events?**

Students in grades 5-8

**Who may enter the Level 2 category in STAR Events?**

Students in grades 9-10

**Who may enter the Level 3 category in STAR Events?**

Students in grades 11-12

**What are the 4 levels of competition in STAR Events?**

Local  
Regional  
State  
National

## **Section 4 - Georgia Information**

**What is the state theme for this year?**

Beyond Measure

**Name the Georgia FCCLA Executive Director.**

Caitlin Roberson

**Who is the Georgia Program Specialist for Family and Consumer Sciences?**

Linsey Shockley

**Where is the headquarters for the state association located?**

Bogart, Georgia

**How many FCCLA regions are in the State of Georgia?**

9

**There are \_\_\_\_\_ (number) state officer positions.**

9 (plus up to two National Officers / VP of Leadership Development)

**Name the current state officers and the office they hold**

- Sarah Forehand – President
- David Lee – First Vice President
- Alyna Martinez – Vice President of Community Service
- Madeline Hagemann – Vice President of Competitive Events
- Sabrina Rutledge – Vice President of Membership
- Jessica King – Vice President of Public Relations
- Joshua Garcia-Barreto – Secretary
- Haylee Truelove – Historian

**There may be \_\_\_\_\_ state officers who run for national office for the following year.**

2

**If a national officer candidate is not elected at the national level, that member will serve as \_\_\_\_\_ the following year.**

State Vice President of Leadership Development

**Who is the most recent Georgia national officer and their office?**

Brynley Jones National VP of Public Relations (2020-2021)

**The official publication of the Georgia association is \_\_\_\_\_.**

Georgia News

**What does CTAE stand for?**

Career, Technical and Agricultural Education

**What does CTSO stand for?**

Career and Technical Student Organizations

**Name the group of 9 students that helps to promote membership and serve as a link between regions and the state.**

Region Officers

**Name the two camping centers and the locations in Georgia.**

|                                |                 |
|--------------------------------|-----------------|
| Georgia FFA-FCCLA Center       | Covington, GA   |
| State FFA-FCCLA Camp John Hope | Fort Valley, GA |

**Georgia was the \_\_\_\_\_ state to affiliate with the national association.**

Second

**When was the first state convention held?**

June 1946

**Where was the first state convention held?**

State FFA-FHA Camp in Covington, Georgia

**What year was the first Georgian elected to a National Office elected?**

1946

**Who was the first and only Georgian to be elected National President?**

Luck Hendrix

**What year was the first-and only- Georgian to be elected National President, elected?**

1969

**How many National Officers has the Georgia Association had?**

23

**Who was the first Georgian to be elected a National Office?**

Pat Randolph from Winder, Georgia

**Who was the first African American State President of the Georgia Association of Future Homemakers of America?  
What year did this occur?**

Kathy Chester served as state president in 1972

**What year did the Georgia Association of FCCLA have its first male state officer?**

1981-82

**How many Japanese Exchange Student Scholarship winners has Georgia had?**

13

**What is the Georgia FCCLA website address?**

[www.gafccla.com](http://www.gafccla.com)

**What is the state recognition program for chapters with a strong overall program of work?**

Honor Roll

**Georgia was the first state to employ a full-time state adviser. Who was Georgia's first State Adviser?**

Mrs. J. Mac (Janette) Barber

**Who was the first state adviser for the New Homemakers of America?**

Miss Daisy Lewis

**Who is the chair of the State FCCLA Board of Directors?**

Uriel Martinez

**Who is the chair-elect of the State FCCLA Board of Directors?**

Carmen Pedersen

**Who currently serves as the Georgia FCCLA Adviser to Adviser leaders?**

Middle School – Beth Pilkington

High School – Julia McKenzie

**What is the most recent (2018-2019) membership total for the Georgia State Association?**

Over 26,000

**What is the name of the first state event held for Georgia FCCLA each school year & serves as FCCLA Officer Training?**

DISCOVER Training

**What is the name of the event held in the fall at both camps?**

Fall Leadership Conference

**Name the big state event held in the fall at the Georgia National Fairgrounds.**

Fall Leadership Rally

**During what month is the State Leadership Conference held? And where?**

March in Athens, GA

**Who is the current governor of Georgia?**

Brian Kemp

**Who is the current Georgia State School Superintendent?**

Richard Woods

**Who is the current Georgia Program Manager for Program Delivery for Career, Technical and Agricultural Education?**

Roger Ivey

**What is a commonly accepted way a group of people come together, present and discuss possible courses of action and make decisions?**

Parliamentary Procedure

**This is the basis of all parliamentary procedure.**

Main Motion

**A motion needs this to be considered.**

A second

**Adjourn means to do this.**

To close the meeting

**Written record of the proceedings are called**

Minutes

**The proper way to present a simple main motion is to say this.**

"I move that..."

**The minimum number of members who must be present for business to be validly transacted is called**

Quorum

**The parliamentary authority for Georgia FCCLA is**

*Roberts Rules of Order, Newly Revised*

***Know the National Officer Candidate Application and Handbook – questions will come from this resource***