



GEORGIA
STATE ASSOCIATION

2023-2024

State Officer Candidate Handbook and Application

Georgia FCCLA

PO Box 840

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General Responsibilities of State Officers

As a state officer, you will have the responsibility for over 25,000 members of the organization. FCCLA must be one of your top priorities 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 always show respect and courtesy to your fellow officers. 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.
 - Online STAR Events are the only exception
- All state officers are required to communicate regularly with the state officer team, 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 state officer meetings and functions from start to finish.
- State officers are required to send monthly reports to the President, First Vice President, their chapter adviser and the Georgia FCCLA Executive Director.
- State Officers 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 FCCLA programs.
- Attend all required meetings as outlined in the State Officer Application.
- Keep a notebook of all activities during term in office.
- Communicate with their chapter adviser on a regular basis.
- Support chapter advisers in their efforts to implement FCCLA.
- Assist with expenses not paid by the state association or local chapters necessary to carry out the duties of the office.

Eligibility

- Deadline: The online form for the application must be completed and submitted by **midnight on January 20, 2023**. If all or any part of the officer application is received after the deadline, the entire application may be disqualified.
- Candidates for the office of President and First Vice President must be in 10th or 11th grade.
- If a candidate is in middle school, the candidate must be in 6th or 7th grade.
- Candidates for all other officers must be enrolled in 6th grade or above.
- At the State Leadership Conference, all 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 the State Leadership Conference. Official dress for candidates is the red FCCLA blazer, white oxford button-down shirt, black professional pants or black skirt, and black, closed toe shoes (flats or dress shoes).

Qualifications

- Affiliated member of an affiliated chapter.
- Affiliated member of an affiliated chapter for at least two years, for the office of President.
- Enrollment in tenth grade or above, for the office of President or First Vice President.
- Enrollment in sixth grade or above, for all other offices.
- One successfully completed course in family and consumer sciences.
- Current or past officer of a local chapter.
- Three recommendations:
 - One from a school administrator
 - One from a Family and Consumer Sciences teacher
 - One from a community leader
- Signatures of support from the chapter adviser of the school the candidate will attend next school year and a parent or guardian.
 - If a student is transferring schools or moving from middle school to high school, the adviser of the new school must provide their signature of support.
 - If the chapter adviser is knowingly leaving the candidate's school, a candidate should not run for state office as to avoid obligating an adviser who would not otherwise assume responsibilities.
 - Extenuating circumstances may seek approval from the Board of Directors by contacting board@gafccla.com.
- 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 always 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 is not acceptable for a state 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 are 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 timetable 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 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 the Executive Director.
- In less formal occasions, state officers may be asked to wear FCCLA polo shirt or collared shirt with black dress pants.
- State officer candidates must purchase white button-down shirt, black pants or skirt, and black dress shoes. Females must have black pumps and black flats. Candidates may wear a tie or ascot, however, this is not required. Georgia FCCLA will provide a FCCLA red blazer, if needed. If not elected, the FCCLA red blazer is to be returned to Georgia FCCLA. The Official Dress can be purchased online through the FCCLA Store.

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.
- First and foremost, State Officers must follow their local district travel policies in terms of travel to and from events.
- State Officers 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 State Officer'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 State Officer'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 state officer can transport themselves to and from the event (if permitted by local district travel policies). Prior communication must have been made from the State Officer'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 State 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.

State Officer Communication Requirements

- Each state officer should have access to internet to check email and respond to communications on a daily basis.
- Each state officer must have a Chromebook/laptop in order to complete their necessary duties/responsibilities
- The Monthly Officer Report must be submitted to the President, First Vice President, Chapter Adviser, and Executive Director no later than the 5th of the month.

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 & State Executive Council Meeting	April 27 th -29 th , 2023	Georgia FFA-FCCLA Center, Covington
June Board of Directors Meeting	June 9 th , 2023	Georgia FFA-FCCLA Center, Covington
CTSO Training	June 9 th -11 th , 2023	Georgia FFA-FCCLA Center, Covington
DISCOVER Training	August 24 th , 2023	Georgia FFA-FCCLA Center, Covington
DISCOVER Training	September 14 th , 2023	Camp John Hope, Fort Valley
September State Executive Council Meeting	September 14 th -16 th , 2023	Camp John Hope, Fort Valley
Fall Leadership Rally	October 10 th -11 th , 2023	Georgia National Fairgrounds, Perry
Fall Leadership Conference	November 14 th -16 th , 2023	Georgia FFA-FCCLA Center, Covington
State Executive Council Meeting	November 30 th -December 2 nd , 2023	Georgia FFA-FCCLA Center, Covington
State Executive Council Meeting	February 1 st -3 rd , 2024	Georgia FFA-FCCLA Center, Covington
Region STAR Events	February 2024 (TBD)	Various Locations
Day at the Capitol	February 12 th -15 th , 2024 (Choose 1 Day)	State Capitol Building, Atlanta
State Leadership Conference	March 21 st -23 rd , 2024	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 state officers. 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 are elected to an FCCLA state office, maintaining clean and positive social media pages will be a requirement. 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 state 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

- State officer candidates must purchase the official Georgia FCCLA dress code, which may include but is not limited to a white button-down shirt, black pants or skirt, black sheath dress, and black dress shoes. Females must have black pumps. Georgia FCCLA will provide the FCCLA red blazer, if needed. The FCCLA red blazer may be purchased at the end of the state officer term or returned to Georgia FCCLA. The Official Dress can be purchased online through the FCCLA Store.
- Female state officer candidates will bring an appropriate white dress with a slip for installation at State Leadership Conference. Male state officer candidates will be prepared with a black suit/tuxedo 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.
- State Officer Advisers are responsible for lodging and meal expenses at State Executive Council meetings and state events that require adviser attendance. Invoices will be sent to schools or districts before each event.
- Georgia FCCLA will purchase an officer polo shirt, red FCCLA blazer (if needed), and tie or ascot for officers. State officers 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.
- State Officers are responsible for providing a formal, red dress or tuxedo to wear at the State Leadership Conference.
- State Officers are responsible for having access to e-mail.

State Officer Election Process

Phase 1 – Intent Form Completion

- Candidate: Complete the [Online Intent Form](#) by **January 6, 2023 by Midnight**
- Candidate’s Adviser: Complete the Online Intent Form (received via e-mail once the candidate has completed their online intent form) by **January 6, 2023 by Midnight**

Phase 2 – [Application Submission](#) (Must be submitted by **January 20, 2023 by Midnight**)

- Section I: Application for State Office
- 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 20, 2023**
- Section VI: Signature Page

Phase 3 – State Officer Qualifying Exam & Interviews

- Qualifying Exam and Interviews will be held at the Georgia FFA-FCCLA Center on Saturday, **February 4th, 2023**.
- This event will start at 9:30 AM and will continue until all tests and interviews are completed.
- Candidates will be dismissed once their test and interviews have been completed.
- 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 FCCLA, the State Officer Application and Handbook, and parliamentary procedure knowledge.
 - A study guide will be provided.
 - Additional suggested resources which should be considered when preparing for the written exam include www.fccla.org, www.gafccla.org, Georgia FCCLA Statesman and Distinguished Statesman Exam, Georgia Chapter Leadership Manual 2022-2023 Edition, State Officer Application and Handbook and *Robert’s Rules of Order Newly Revised 12th Edition*.
- After the test, candidates will move on to interviews with the State Interview Committee. Candidates will be rated by rubric during the interview.
- To move on to Phase 4, candidates must receive at least 85 points during Phase 3. This includes:
 - **Application – 30 Points**
 - **Qualifying Exam – 30 points**
 - **Interview – 40 Points**
- In a situation that there are more than 15 candidates that receive 85 points or higher during Phase 3, then only the top 15 candidates will move on to Phase 4.

Phase 4 – Virtual Roundtables/Candidate Introductions, Candidates Speeches, and Elections

- Candidates are required to register for and attend the State Leadership Conference and the Gala at the State Leadership Conference.
- Prior to State Leadership Conference, the State Office will host a virtual Roundtable with the Candidates or request recordings of Candidate Introductions.
 - This will be completed and recorded over Zoom or recording by the state officer candidate.
 - At this time, the candidates will be able to introduce themselves to the state association and will answer questions from the State Executive Council similar to ones asked in-person at SLC.

- These recordings will be uploaded to the Georgia FCCLA YouTube account and share with all registered chapters for the State Leadership Conference.
- The 2022-2023 State Executive Council will invite all State Officer Candidates moving on to Phase 4 to the Candidate Lunch on **March 23th, 2023** prior to start of the State Leadership Conference. This will be held tentatively at 11:30 AM on the first day of State Leadership Conference.
- Prior to the candidate delivering their speech, their Qualifying Test Score will be announced.
- Candidates will give a 2-minute speech on the first afternoon of the State Leadership Conference.
- After their speech, candidates will be asked a fact and thought question. Candidates will have up to 2 minutes to respond to each question.
- Candidates must be in Official Dress with black dress pants and black shoes (flats or dress shoes).
- Voting Delegates will receive the candidate's Section II and III of their Application
 - Major Contributions/Accomplishments in FCCLA
 - Other Accomplishments/Honors
- 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.

Phase 5 – State Officer Selection Committee & Appointment to Office

- The top 9 candidates receiving the highest number of votes from the voting delegate will move on to the State Officer Selection Committee.
- A Selection Committee will interview the elected candidates and will assign offices based on qualifications, speech, and interview.
- The 2023-2024 State Officer positions include President, First Vice President, Vice President of Community Service, Vice President of Competitive Events, Vice President of Membership, Vice President of Programs, Vice President of Public Relations, Secretary, and Historian.
- 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 1st** for approval. Males will wear a rented tuxedo.
- Installation Ceremony will take place during the Closing Session.

Georgia FCCLA State Officer Candidate Application

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:

- Candidate type
- 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
- Number of Years in FCCLA
- Unweighted GPA

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 20th, 2023.**

Section VI: Signature Pages

Two signature pages must accompany the application:

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

State Officer Candidate Signature Page

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 inquiries for information.
- Check their Georgia FCCLA email daily.
- Submit monthly officer reports to the President, First Vice President, Chapter Adviser and Executive Director by the 5th 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 State Officer Application. In-person attendance is expected for all meetings during the 2022-2023 school year, unless a state 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 State 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 State Office has been recommended by his/her chapter, is qualified for and has approval to hold a State Office if selected. If elected, the undersigned will fully support the expectations of the State Officer.

Candidate

Date

Chapter Adviser

Date

Parent/Guardian

Date

CTAE Supervisor/Director

Date

School Principal

Date

School Superintendent

Date

Chapter Adviser to State Officer Candidate Signature Page

As an adviser to a State Officer Candidate, you play a vital role in the state 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 State Officer (dress code, punctuality, meeting attendance, etc.)

_____ I will ensure that my State Officer 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 State Officer and assist in all necessary committees and events.

_____ I understand that the candidate's county will cover the cost of the advisor's registration, lodging, and meals.

_____ Chapter Adviser

_____ Date

_____ CTAE Supervisor/Director

_____ Date

_____ School Principal

_____ Date

_____ School Superintendent

_____ Date

Please Note: This section is under further review from the Board of Directors. This section may change, and the state office will update and send out a new signature page, if needed.

State Officer Candidate Checklist

- Phase 1 – Submit Intent Forms by **January 6, 2023**
 - 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 20, 2023**
 - 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 – **February 3rd, 2023**
 - Secure dress code items
 - Study for the Georgia FCCLA State Officer Qualifying Exam
 - Prepare for the interview
- Phase 4 – Candidate Speeches and Elections at State Leadership Conference
 - Register for the State Leadership Conference and Gala
 - Secure dress code items
 - Plan 2-minute speech for Thursday, **March 23th, 2023**