



GEORGIA
STATE ASSOCIATION

Region Officer Handbook and Application

2023-2024

General Responsibilities of Region Officers

As a Region Officer, you will be the representative for your region in Georgia FCCLA. FCCLA must be one of your top priorities for an entire year. Being a Region Officer involves a tremendous amount of time, commitment and responsibility to the organization.

As a Region 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.

Region 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 Region 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. Region Officers are required to adhere to the Code of Conduct and Dress Code.

You will also be a member of a team of state and region 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 Region Officer Team!

Eligibility and Qualifications

- **Deadline:** The online application must be completed and submitted by midnight on Friday, April 14th, 2023. If all or any part of the officer application is received after the deadline, the entire application may be disqualified.
- **Affiliated member in an affiliated chapter for at least one year.**
- **Enrollment in sixth grade or above.** If a Region Officer Applicant is in 8th Grade, their signature Page should be completed by their current chapter adviser and their high school adviser.
- **Completed at least 1 course in family and consumer sciences** at the time of submission of the application (or currently enrolled in a family and consumer sciences course).
- **Two Recommendations** from a family and consumer sciences teacher/FCCLA adviser and school administrator or community leader.
- **Signatures of support** from a school administrator, a chapter adviser and a parent/guardian.
- **Participation in at least one of the FCCLA National Programs.**
- **Have a GPA of at least 80** (unweighted) at the time of submission of application.
- **Region Officers may not compete in STAR Events at Region or State competition due to conflicting schedules and responsibilities.** However, Region Officer Team members may compete in: Knowledge Bowl, Fall Rally competitions, Fall Leadership Conference competitions, Online Proficiency Testing, Statesman Testing, Legislative Leaflet Competition, National FCCLA Partner Contests, National FCCLA Online STAR Events: Digital Stories for Change, FCCLA Chapter Website, Instructional Video Design, and can only participate in one in-person State Event competition at State Leadership Conference.

FCCLA Region Officer Duties and Responsibilities

Region Officers will serve on Region Officer Teams compiled of 1-3 members from each respective region. Region Officers will report directly to the Director of Youth Leadership and Executive Director. If a Region Officer Team has 1 member, they will be responsible for all items listed in the Team and Individual duties. If a Region Officer Team has 2 or 3 members, they will be responsible for dividing up the Team responsibilities between themselves.

Region Officer Team Required Duties and Responsibilities:

- Attend the Region Officer Team training in July.
- Attend DISCOVER Training in August or September (depending on location).
- Create and send monthly newsletter to advisers in the Region.
 - Region Officers should submit the monthly email 7 days in advance to the Director of Youth Leadership for proofing.
- Create and send emails to advisers in the Region, as needed.
- Receive Chapter Spotlights
 - Submit Chapter Spotlight to the Vice President of Public Relations to be posted on the Georgia FCCLA Website.
 - Post Chapter Spotlight to the Region Instagram Page within 48 hours of receiving the email.
 - Maintain up to date the Region Instagram Page. Posting at least once a week with FCCLA content.
- Attend the Fall Region Meeting at Region Adviser school or specified location.
- Develop Leadership Session(s), with guidance from the Region Adviser and chapter adviser, for members at the Fall Region Meeting.
- Attend the December State Executive Council meeting.
- Attend and assist the Region Adviser with the Region STAR Events competition.
- Attend State Leadership Conference.
- Design and execute the Region Meeting, with guidance from the Director of Youth Leadership and Region Adviser, during the State Leadership Conference.

Region Officer Individual Required Duties and Responsibilities:

- Officers must check their region email **daily** and respond to emails from advisers in the Region, their Region Adviser, state staff or Executive Director within 48 of receiving the email.
- Region Officers are required to submit monthly reports (5th of the Month Reports) to the Director of Youth Leadership and their Region Adviser.
- Participate in conference calls with the Executive Director and Director of Youth Leadership - planned with advance notice (approximately 4 times a term).
- Communicate with the Director of Youth Leadership weekly.
- Make at least two school visits to local chapters to discuss FCCLA and encourage further participation in state and national programs. (In-Person or Virtually)
- Keep a notebook/planner/Google Drive of all activities during term in office.
- Communicate with chapter adviser weekly, if not daily.
- Support chapter advisers in your Region with their efforts to implement FCCLA.
- Assist with expenses not paid by the Region Adviser, State Association or local chapter necessary to carry out the duties of the office.

Region Officer Team Suggested Duties and Responsibilities:

- Attend Fall Leadership Rally and Fall Leadership Conference with Chapter Members.
- Submit a workshop proposal for the Fall Leadership Conference.
- Attend Day at the Capitol
- Fundraise donations for Georgia FCCLA Region Funds.

Selection Process

- **Region Officer Application:** Each affiliated chapter shall be eligible to recommend one nominee for region office.
- **Online Qualification Test:**
 - Region Officer Candidates will take the Region Officer Qualification Test online.
 - This test will include FCCLA Knowledge based questions and short answer opinion questions based on trends in FCCLA and FACS.
 - Region Officer Candidates will read and accept a Security and Ethics Statement prior to taking the test.
 - Region Officer Candidates will participate in an online qualification test during the following testing window : Monday, April 17th through Friday, April 21st, from 7:00 AM to 7:00 PM.
 - The testing window will not be extended for any reason.
 - If the qualification test is not taken during the testing window, the Region Officer Candidate will receive zero points on that portion of the rubric.
 - Advisers of the Region Officer Candidates will receive the testing credentials by Sunday, April 16th.
- **Online Interview:**
 - Region Officer Candidates will be interviewed virtually over Zoom on Thursday, April 27th, 2023 and interviews will start at 4:30 PM.
 - A Region Officer Interview Committee for all regions shall score the application of qualified nominees using a rubric.
 - The Region Officer Selection Committee shall be composed of at least three people as determined by the Georgia FCCLA State Board of Directors. The committee may consist of (but is not limited to) :
 - Region Advisers
 - Alumni & Associates members
 - former Chapter Advisers
 - State Staff
 - State Executive Council members
 - Region Officer Interview Committee members will not grade applicants if there is a conflict of interest. i.e. applicants from their same region or chapter.
 - Scores from all selection committee members shall be averaged.
 - The top three applicants from each region with the top averaged score shall be selected to serve on the Region Officer Team.
 - A minimum score of 80 must be received on the rubric to be considered for a position on the Region Officer Team.
 - Region Officer Candidates can only represent the region in which their school is in.
 - Region Officer Candidates will be notified of the results no later than Friday, April 28th, 2023.

Term of Office and Vacancies

- The term of office shall be for one year, ending when the 24-25 Region Officer Team has been announced.
- Region Officers may be re-elected for a second term. At least one year must have elapsed before any candidate, having served two consecutive terms, may be elected for a third term in a Region Office position.
- In the event a Region Officer position becomes vacant, the candidate who received the next highest score for the region in which the vacancy occurs may be offered the position. In the event there are no additional applicants, duties will be assigned to the other officers on the team.

FCCLA Region Officer Code of Conduct

The following code of conduct applies to all Region Officers:

- Behavior should always be such that it reflects credit to you, your family, your school, your state and national FCCLA.
- Officers are expected to exhibit trustworthiness, respect, responsibility, fairness, caring and citizenship.
- Officers will have a clean, powerful and positive social media presence.
- Vaping, smoking, as well as use of illegal drugs and alcohol are not acceptable for a Region 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 State Office 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 must always be followed.
- Sexual conduct, material, and/or behavior are strictly prohibited.
- Officers should be punctual and have good time management skills.

FCCLA Region Officer Policies and Procedures

- Region 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, excessive absences from scheduled activities.
- Removal process will take the following steps:
 - **Filing of Complaint:** A State Officer, Region Officer, Region Adviser, Chapter Adviser, State Staff or Board of Directors member must file a written complaint to the Executive Director.
 - **Notification and Inquiry:** The 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 officer 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 officers determined by a $\frac{2}{3}$ vote.

Travel Policies and Procedures

- As a Region 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, Region Officers must follow their local district travel policies in terms of travel to and from events.
- Region Officers are permitted to transport themselves to chapter and business & 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 Region 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 Region 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 Region 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 Region Officer Adviser Signature Page. Excessive lack of transportation will be reviewed by the Board of Directors as per the Region 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.

Professional Image and Official Dress

- Being a Region Officer is a major responsibility that requires firm commitment and cooperation.
- Region Officers are expected to present themselves in an exemplary manner in appearance and behavior.
- Region Officers are expected to purchase components of the Region Officer uniform:
 - FCCLA Red Blazer, which will be returned to the State Office at the conclusion of the State Leadership Conference. Blazers can be rented from the Georgia State Officer for \$25. If the blazer is not returned, the Region officer's chapter will receive an invoice for \$55 post State Leadership Conference.
 - 2 pairs of black slacks.
 - 1 pair of neat jeans... no holes, no jeggings, no rips, no tears, no bleach or discoloration.
 - Black flats/loafers or dress shoes.
- Georgia FCCLA will provide Region Officers with:
 - Region Officer Name Badge
 - Region Officer Black Polo
 - Region Officer White Oxford
 - Region Officer T-Shirt

Conferences and Meetings

If selected, the Region Officer Candidate agrees to attend the following mandatory events that include, but are not limited to:

- Region Officer Team Training, July 21 and 22, 2023 at the Georgia FFA-FCCLA Center in Covington, GA with a 1:00 PM arrival on the 21st and a 4:00 PM dismissal on the 22nd.
- DISCOVER Training – August 23rd- 24th, 2023 at Georgia FFA-FCCLA Center with a 7:00 PM arrival on the 23rd.
- DISCOVER Training - September 13th- 14th, 2023 at Camp John Hope with a 7:00 PM arrival on the 13th.
- Fall Region Meeting, September/October 2023 (Determined by Region Adviser)
- December State Executive Council Meeting, December 1st, 2023 - arrival at 9:30 AM
- Region STAR Events, February 2024
- State Leadership Conference, March 21st-23rd, 2024 . Noon arrival on March 21st and dismissal directly after the closing session on March 23rd.

Additional Suggested Events:

- Fall Rally, October 11th, 2023
- Fall Leadership Conference, November 14th - 16th, 2023
- Day at the Capitol, February 12th - 15th , 2024 (select any day)

Social Media

If you are selected as a Region Officer, maintaining clean and positive social media pages will be a requirement. Your accounts 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, including, but not limited to content toward peers, school officials or FCCLA
- Links or “likes” to inappropriate sites or pages

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

- Georgia FCCLA will purchase some uniform items and Region Officers will purchase the rest of the region officer uniform – 2 pairs of black slacks, 1 pair of neat jeans, black flats/loafers or dress shoes, and blazer (see section 'Professional Image and Dress').
- When attending DISCOVER Training, Georgia FCCLA will provide lodging, registration and food.
- If attending the Fall Leadership Conference, Georgia FCCLA will cover 50% of the cost of the basic registration (not the package price).
 - Region Officers will be responsible for any meals and lodging.
- If attending Fall Rally, the Region Officer will be responsible for any registration, meals or lodging needed.
- When attending the December State Executive Council Meeting, Georgia FCCLA will provide lunch.
- When attending the Fall Region Meeting and Region STAR Events, the Region Officer is responsible for meals.
- When attending the State Leadership Conference, Georgia FCCLA will provide the following :
 - 50% of the cost for basic registration
 - Dinner prior to Opening
 - Lunch during the Competitive Events Day
 - Grab and Go Breakfast before the Awards and Closing Session
- The Region Officer will be responsible for lodging at the State Leadership Conference and the state office would prefer that Region Officers stay within a short walking distance to the Classic Center and in the Hotel Block.
- Georgia FCCLA does not reimburse for travel to and from meetings. Transportation will be the responsibility of the officer's adviser or parents, in accordance with local district travel policies.
- Region Officers are responsible for having access to email and Google Drive/word processing application. Smartphones and tablets are not preferred. School-issued devices are not preferred. The State Office can provide a Google Chromebook for the length of your Region Officer term, if needed.

Region Officer Selection Process

Phase 1 – [Region Officer Application](#) (Must be submitted by April 14th at 11:59 PM)

- Section I: Application for Region Office
- Section II: Major Contributions/Accomplishments in FCCLA (Resume)
- Section III: Other Accomplishments/Honors
- Section IV: Two Recommendation Letters
- Section V: Transcript
- Section VI: Signature Pages

Phase 2 – Online Qualification Test

- Online Testing Window: **Monday, April 17th - Friday, April 21st, from 7:00 AM to 7:00 PM** each day,
- Advisers of the Region Officer Candidates will receive the testing credentials by Sunday, April 16th.

Phase 3 – Virtual Interviews

- Region Officer Candidates will be interviewed virtually over Zoom on Thursday, April 27th, 2023 and interviews will start at 4:30 PM.
- Candidates will be notified by Friday, April 28th, 2023

[Georgia FCCLA Region Officer Application](#) – Deadline: April 14th, 2023

Section 1: General Information

The following information will appear on the online application:

- Region
- Candidate's Name
- Current Grade Level
- Polo shirt size (Example: Small, Medium, Large)
- Gender
- Date of Birth
- 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 Region Officer 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. *You must download the template and save to your computer - then open with Adobe. It will not save your information if you type within your internet browser.*

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, State/National Recognition for 5 Units completed)
 - Career Connection
 - Community Service
 - Families Acting for Community Traffic Safety (FACTS)
 - Families First
 - Financial Fitness
 - Stand Up
 - Student Body
 - STAR Events (with a brief description)
 - State Events
 - State Projects
- FCCLA Leadership
 - Committees
 - Local Office(s)

- Region Office
- State Office
- FCCLA Events/Conferences
 - Summer Leadership Camp
 - BASIC Training and/or GOLD Training
 - DISCOVER Training
 - Fall Leadership Rally
 - National Capitol Leadership
 - Fall Leadership Conference
 - National Fall Conference (formerly known as Cluster Meeting)
 - 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. *You must download the template and save to your computer - then open with Adobe. It will not save your information if you type within your internet browser.*

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: Two Recommendation Letters

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

Upload two recommendations from the following:

- One from FCCLA Adviser (Family and Consumer Sciences Teacher)
- One from Administrator or Community Leader

Section V: Transcript

Upload an unofficial transcript. The transcript should reflect the same GPA as listed on the application.

If your high school transcript does not reflect a FACS course taken, candidates must provide either the official list of middle school courses taken, or an official document listing any applicable current courses.

Section VIII: Signature Pages

Two signature pages must be uploaded within the application:

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

Region Officer Candidate Signature Page

Being a Region Officer is a responsibility that requires firm commitment and cooperation. Region Officers must:

Region Officer Team Required Duties and Responsibilities:

- Attend the Region Officer Team training in July.
- Attend DISCOVER Training in August or September (depending on location).
- Create and send monthly newsletter to advisers in the Region.
 - Region Officers should submit the monthly email 7 days in advance to the Director of Youth Leadership for proofing.
- Create and send emails to advisers in the Region, as needed.
- Receive Chapter Spotlights
 - Submit Chapter Spotlight to the Vice President of Public Relations to be posted on the Georgia FCCLA Website.
 - Post Chapter Spotlight to the Region Instagram Page within 48 hours of receiving the email.
 - Maintain up to date the Region Instagram Page. Posting at least once a week with FCCLA content.
- Attend the Fall Region Meeting at Region Adviser school or specified location.
- Develop Leadership Session(s), with guidance from the Region Adviser and chapter adviser, for members at the Fall Region Meeting.
- Attend the December State Executive Council meeting.
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Region Officer Individual Required Duties and Responsibilities:

- Officers must check their region email **daily** and respond to emails from advisers in the Region, their Region Adviser, state staff or Executive Director within 48 of receiving the email.
- Region Officers are required to submit monthly reports (5th of the Month Reports) to the Director of Youth Leadership and their Region Adviser.
- Participate in conference calls with the Executive Director and Director of Youth Leadership - planned with advance notice (approximately 4 times a term).
- Communicate with the Director of Youth Leadership weekly.
- Make at least two school visits to local chapters to discuss FCCLA and encourage further participation in state and national programs. (In-Person or Virtually)
- Keep a notebook/planner/Google Drive of all activities during term in office.
- Communicate with chapter adviser weekly, if not daily.
- Support chapter advisers in your Region with their efforts to implement FCCLA.
- Assist with expenses not paid by the Region Adviser, State Association or local chapter necessary to carry out the duties of the office.

The undersigned certifies that the above candidate for Region Office has been recommended by his/her chapter, is qualified for and has approval to hold a position on the Region Officer Team if selected.

Candidate Date

Chapter Adviser Date

Parent/Guardian Date

CTAE Supervisor/Director Date

School Principal Date

School Superintendent Date

Chapter Adviser to Region Officer Candidate Signature Page

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

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 Region Officer (dress code, punctuality, meeting attendance, etc.)

_____ I will ensure that my Region Officer fulfills all his/her duties as defined by FCCLA guidelines and the Region Officer Handbook/Application.

_____ I will ensure that my Region Officer attends mandatory events and is on time, prepared academically, and in the official uniform.

_____ I will attend **all mandatory events in their entirety** with my Region Officer and assist the State Office as needed.

_____ I will attend DISCOVER Training with my Region Officer and will arrive at the designated State Camp the night before in order to help the State Office with set-up and registration the day of conference.

_____ I will attend the **State Leadership Conference with a 12 noon arrival on Day #1** in order to help the State Office with registration and I will continue to volunteer my time as a judge/lead consultant/volunteer in competitive events or other activities throughout the length of the State Leadership Conference.

Chapter Adviser Date

CTAE Supervisor/Director Date

School Principal Date

School Superintendent Date

Region Officer Selection Committee Rubric

Candidate's Application

Candidate's Name:

Region:

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

Region Officer Selection Committee Rubric

Interview & Exam

Candidate's Name:

Region:

	0-1	2-3	4-5	Score
Professional Appearance	Dressed casually but not necessarily appropriate, slightly polished, neat	Appropriately dressed, polished, generally neat	Highly appropriately dressed, well-polished, extremely neat	
Non-Verbal Communication	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	
Knowledge of FCCLA	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.	
Content of responses	"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	
Delivery and Instruction	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) (transferred from rubric)				
Total points earned by this candidate (max 100) (A minimum of 80 points are required to be selected to serve)				