



GEORGIA
STATE ASSOCIATION

2024-2025

**State Officer Candidate &
National Officer Candidate
Handbook and Application**

Georgia FCCLA

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Dear Candidate,

Congratulations on taking a significant step forward in your leadership journey by deciding to run for state office in FCCLA. It is both an honor and a pleasure to extend my heartfelt support to you as the State President of Georgia FCCLA.

Your decision to pursue a leadership position within FCCLA is commendable, and it reflects your commitment to the principles of our mission; personal growth and leadership development. The ability to serve on the state level is an experience that is incomparable, as you gain an insight into the inner workings of our state association and earn opportunities to help members embark on their Ultimate Journey, reaching new heights they never felt was possible.

As you face the application process, I encourage you to think back on how you felt when you first joined FCCLA. Reconnect with the sense of belonging and purpose that FCCLA offered you from the very beginning and how your experiences have shaped your understanding of leadership, service, and community. Let these memories be the driving force behind your commitment to contribute to the growth and success of Georgia FCCLA.

The success of our organization would not be possible without the dedication put forth by the state officers. It is important that you understand that the position of leadership is one that should be handled with great honor and respect. As a state officer of Georgia FCCLA, you will be responsible for over 33,000 members. The choices you make in your everyday life will be a reflection of not only yourself but Georgia FCCLA as well. To represent our members with the utmost dignity and respect is one of the greatest responsibilities of them all.

As someone who has witnessed the transformative power of FCCLA in the lives of its members, I am confident that your enthusiasm, vision, and commitment will contribute to the continued success and growth of our state association. I hope that you embrace this candidacy process with vigor, knowing that your innovative ideas and dedication to service will undoubtedly resonate with our members, and your leadership has the potential to inspire growth.

Please consider me a resource and feel free to reach out if you need any assistance or guidance during the application process by emailing president@gafccla.com

Wishing you the best of luck,



Olivia Morrison

Georgia FCCLA President 2023-2024



General Responsibilities of State Officers

As a state officer, you will have the responsibility of over 33,000 members of our state association. 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 Georgia 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 your performance and the impression you leave on people who are interested in FCCLA. You're 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!

Role of a Georgia FCCLA State Officer:

- All Georgia FCCLA State Officers are members of the Georgia FCCLA State Executive Council with voting privileges.
- A leader who serves the Georgia FCCLA Association in local, area, region, state, and national activities to achieve the mission, strategies, and core goals of the organization.
- A member of the Georgia FCCLA Association State Executive Council that executes the activities.
- outlined in the Georgia FCCLA Program of Activities.
- A role model to motivate, inspire, and encourage FCCLA members to participate in Family and Consumer Sciences (FCS) education and FCCLA; assist members in their advancement of FCS knowledge and leadership development.
- An FCCLA member who maintains positive relationships with members, advisers, region officer teams, state staff, FCS related business and industry personnel, and others interested in FCS education.

Advantages of Serving as a Georgia FCCLA State Officer:

- Versatility in assuming both follower and leader roles.
- Recognition at local and state levels.
- Development of proficient public speaking abilities.
- Enhancement of leadership competencies.
- Opportunities for networking and building connections.
- Development of public relations skills.
- Improvement of communication proficiency.
- Learning to embrace and manage responsibilities effectively.
- Refinement of time management capabilities.
- Strengthening of organizational skills.
- Development of professionalism essential for a successful career



State Officer Guidelines and Expectations

Expectations of a Georgia FCCLA State Officer
Elected Offices and Specific Officer Duties
Qualification & Eligibility
State Officer Code of Conduct
State Officer Policies and Procedures
Professional Image and Official Dress
Travel Policies
Communication Requirements
Calendar of Events
Social Media Policies
Financial Commitment

Expectations of a Georgia FCCLA State Officer:

- Be dedicated and committed to FCCLA and Family and Consumer Sciences.
- Be an affiliated chapter member of a Georgia FCCLA Chapter by the October 1st deadline.
- Be willing to commit necessary time and travel to region and state activities, including chapter visits.
- Attend all state officer meetings/conferences and functions from start to finish.
- Plan for transportation to and from all required region and state events/conferences.
- Be timely with letters, emails, thank you notes, and other correspondence, which is a necessity.
- Check emails daily and respond promptly to all inquiries of communication.
- To forego alcohol, tobacco, and illegal substances always during their year in office.
- Conduct themselves in a manner that commands respect without any display of superiority.
- Use wholesome and appropriate language in all speeches, informal conversation, and social media.
- Serve as a role model for peers and aspiring members by exhibiting responsible and respectful behavior online.
- Uphold a polished and professional persona on social media platforms to reflect the values/integrity of this role.
- Maintain proper dress and good grooming for all occasions.
- Work in harmony with fellow state officers and not engage in conversations detrimental to others.
- Serve as a member of the team, always maintaining a cooperative attitude.
- Be willing to take and follow instructions as directed by those responsible for the FCCLA programs.
- Maintain at least an 80 in all academic course work.
- Timely completion of the monthly reports for the State Executive Council and submission of quarterly scholarship rubrics as per set deadlines.
- Communicate with their chapter adviser on a regular basis about upcoming initiatives, responsibilities, and events.
- Support chapter advisers in their efforts to implement FCCLA.
- Submit information requested by the Executive Director or State Staff and respond to all correspondence promptly (telephone calls, emails, text messages, postal mail, virtual online meetings, etc.)
- Wear the National FCCLA Official Dress and/or Georgia FCCLA approved attire when requested.
- Assist with expenses not paid by the state association or local chapters necessary to carry out the duties of the office.
- State officers are NOT allowed to compete in Region/State STAR Events or competitions during their year of office. State Officers may compete in Online STAR Events or any competitive event hosted nationally through National FCCLA (Ex. LifeSmarts Knowledge Bowl, Skill Demonstration Events, Online Challenge Testing, etc.)

Elected Offices for Georgia FCCLA:

- 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
- State Historian
- State Secretary
- Vice President of Leadership Development (For National Officer Candidates who were not elected onto the NEC)

Specific Georgia FCCLA State Officer Duties:

President

- Preside over all State Executive Council Meetings and State Leadership Conference correctly using Robert's Rules of Order.
- Assist Executive Director to ensure that Accountability Items are met.
- Plan State and National Officer Candidate Luncheon at State Leadership Conference
- Review social media accounts of State Executive Council officers to ensure accounts are clean.
- Represent Georgia FCCLA State Executive Council on the Georgia FCCLA Board of Directors
- Provide State Executive Council Report at Georgia FCCLA Board of Directors Meetings
- Represent Georgia FCCLA and create presentations and greetings at meetings and special functions as requested by the Executive Director and State Adviser.
- Deliver President Remarks at Officer Installation Ceremony at State Leadership Conference.
- Facilitate weekly check-ins with the State Executive Council.
- Connect with the Executive Director on Agenda for Monthly Zoom Calls with the State Executive Council.
- Create a GroupMe (or similar app) for communication with the State Executive Council and State Staff.
- If there is no VP of Leadership Development, the President will take on all Region Officer Teams and State Elections responsibilities.

1st Vice President

- Create and communicate Accountability Chart for every State Executive Council Meeting.
- Monitor social media Calendar
- Preside over State Executive Council Meetings in the absence of the President

- Represent Georgia FCCLA and create presentations and greetings at meetings and special functions as requested by the Executive Director and State Adviser.
- Rules on points in question concerning Parliamentary Procedure.
- Assist with writing and presenting bylaw changes.
- Deliver Vice President Remarks at the Installation Ceremony at State Leadership Conference.
- Plan the promotion of the State and National Scholarships for Chapter Seniors and Advisers
- Actively promote Georgia FCCLA Leadership positions throughout the year of service.

Vice President of Community Service

- Plan and implement a Miracle Minute for Fall Rally.
- Plan and implement a service project for Fall Leadership Conference
- Plan and implement a service project for State Leadership Conference
- Promote statewide participation in the Community Service National Program.
- Promote statewide participation in the National Outreach Project as determined by National FCCLA
- Work with Region Officer Teams to promote community service efforts at a Region level.
- Create monthly social media posts for the VP of Public Relations about Community Service

Vice President of Competitive Events

- Show knowledge of FCCLA Competitive events offered
 - STAR Events
 - State Events
 - Fall Leadership Conference Competitions
 - Fall Rally Competitions
 - National Fall Conference Competitions - Skills Demonstration Events
 - Statesman and Distinguished Statesman Exams
 - Online Proficiency Tests
- Communicate with Chapter Members and Advisers about Competitive Events and Deadlines
- Work with Region Officer Teams to promote Competitive Events at the Region level.
- Create monthly social media posts for the VP of Public Relations about Competitive Events
- Manage National Anthem Competitions for Fall Leadership Conference and State Leadership Conference
- Create a Tips and Tricks Presentation for Student Members and Advisers to be placed on the Georgia FCCLA Website.
- Create a plan to promote and increase participation in the LifeSmarts Knowledge Bowl

- Create a plan to promote and increase participation in the Knowledge Matters Simulation

Vice President of Membership

- Create and Implement a Statewide Membership Campaign, including Recognition efforts
- Promote National Membership Campaign, Go For the Red, with Chapter Advisers and Members
- Ensure all State Executive Council officers complete the Go for the Red Campaign.
- Communicate and work with Region Officer Teams on this Region Member of the Month.
- Promote participation in FCCLA Week
- Communicate with Chapter Advisers regarding Affiliation Deadlines
- Contact non-affiliated chapters and their advisers once every month starting in September.
- Understand the process of how to affiliate a chapter.
- Devise ways to promote networking and involvement at major events and meetings.
- In March, promote the Membership Madness initiative as determined by National FCCLA.
- Create resources for Chapter Advisers on Membership Recruitment to be distributed in August and January.
- Determine the chapters for each Region's Largest Membership and Largest Membership Increase for State Leadership Conference.

Vice President of Programs

- Be familiar with all National Programs and State Programs/Projects
- Reassess and edit current State Programs
- Assist chapters in completing the National Programs Award Applications by National FCCLA's deadline
- Promote Statewide participation in National Programs, individual projects, and competitions.
- Create a National/State Program implementation plan (at least one program per month)
- Develop at least one lesson plan about National/State Program ideas and activities to Advisers.
- Plan and implement one National Program Project for the State Leadership Conference (excluding Community Service)
- Create a plan to promote the National FCCLA Partner Contests to chapter members and advisers.
- Promote the Japanese Exchange Program to the State association

Vice President of Public Relations

- Serve as managing editor of the Fall and Spring edition of Georgia News.
- Compile and send articles to Georgia News Publisher.
- Promote chapters to submit articles to Teen Times, Georgia News, and Chapter Spotlights
- Maintain social media accounts for Georgia FCCLA

- Oversee Instagram account for the Georgia FCCLA State Executive Council
- Develop a social media strategy and calendar for the year.
- Assist the President in monitoring the State Executive Council's personal social media accounts.
- Create hashtags for each major event for Georgia FCCLA
- Create a Countdown for each major event for Georgia FCCLA
- Develop an Attendee Guide for each major event to be posted on social media.
- Develop Social Media Calendar for State Officers and Region Officers.

State Historian

- Keep an accurate history of the organization.
- Collect all documents and publications from the Teen Times, Georgia News, Calendars, and Meeting Programs & Submit them to the Archives at the Georgia FFA-FCCLA Center.
- Create a State Scrapbook to be displayed at the State Leadership Conference.
- Promote chapter involvement and submissions for the State Scrapbook.
- Compile scrapbook pages from the State Executive Council and chapters.
- Promote, Organize and Collect photos for State Leadership Conference's Year In Review Slideshow
- If virtual, promote, organize and collect photos for Chapter President's Parade for major events.
- Digitize previous year's scrapbook.
- If there is no VP of Leadership Development, the Historian will take on all Georgia FCCLA Foundation responsibilities.

State Secretary

- Take minutes for every State Executive Council Meeting
- Submit completed Minutes to the Executive Director within 10 days of the conclusion of each State Executive Council Meeting
- Compile State Executive Council Committee Reports to one document
- Submit completed State Executive Council Committee Reports to the Executive Director at least two weeks before the next State Executive Council Meeting.
- Make corrections to minutes as proposed by the State Executive Council.
- Resubmit corrected minutes to the Executive Director within 10 days of the conclusion of each State Executive Council Meeting
- Write Thank You notes on behalf of the State Executive Council and State Association.
- Determine the Georgia FCCLA Winter Holiday Card.

Vice President of Leadership Development (National Officer Candidate not elected to the NEC)

- Promote Georgia participation in National Fall Conference, Capitol Leadership, and National Leadership Conference.
- Develop workshops/professional development for chapter members to enhance leadership skills.
- Create and implement a plan to encourage members to run for Region Officer Teams and State Office
- Submit social media posts to the VP of Public Relations for State and Region Office Applications
- Assist with creating the State & National Officer Candidate Applications for next school year.
- Assist with State Officer Elections for next school year.
- Plan and execute Foundation Events for Fall Leadership Conference & State Leadership Conference.
- Promote and organize the Georgia FCCLA Foundation Run4STARS 5K.
- Create and distribute promotional deliverables about Georgia FCCLA Foundation.
- Develop and execute a year-long campaign for Georgia FCCLA Foundation.

Qualifications & Eligibility

- State Officer Candidates must be an affiliated FCCLA member for the current school year of a current affiliated chapter within the State of Georgia.
- For the office of President, candidates must be an affiliated member of an affiliated chapter for at least two years.
- For the office of President or First Vice President, candidates must be currently enrolled in 10th or 11th grade.
- For all other officers, candidates must be enrolled in 6th grade or above.
- Candidates are required to have satisfactorily completed a course in Family and Consumer Sciences.
- Candidate must be a current or past officer of a local chapter.
- 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 Interviews on Saturday, February 3rd, 2024.
- 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 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, absence of mandatory events.

- Please refer to the Georgia FCCLA Policies and Procedures Manual for more information on Removal of a State Officer.

FCCLA State Officer Code of Conduct

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

- I shall not possess or consume any alcoholic beverages or illegal controlled substances of any kind or in any form. Participation will result in immediate termination.
- I shall follow established curfew. Curfew means I am quiet and in my own room unless I am coordinating official business at the instruction of the Georgia FCCLA Executive Director.
- Official conferences and activities begin when I leave home for the event and end when I return home. Therefore this code is in effect throughout this entire period of time.
- I will always conduct myself in a professional manner as a representative of FCCLA / Georgia FCCLA.
- I shall refrain from the use of tobacco in any form. Participation will result in immediate termination.
- I shall wear appropriate dress at all official functions.
- I shall immediately remove myself from all situations that could compromise my professional image.
- I shall refrain from dating fellow state FCCLA officers while I am in office.
- I shall not deface public property. I will be responsible for any damages caused to rooms or facilities I am responsible for. Participation will result in immediate termination.
- I shall keep the Chapter Adviser informed of my whereabouts and activities at all times.
- I shall be prompt and prepared at all times.
- I shall carry out my duties and responsibilities to the best of my abilities.
- I shall attend all official conference activities, unless I receive prior approval from the Executive Director to be absent. If I am unable to participate in all required Executive Officer meetings, I will resign my office. Special permission must be received from the Executive Director to be excused from the required meetings.
- I shall keep my local chapter advisor informed of all official correspondence. I shall forward a copy of all official correspondence written by me to the state office.
- I shall follow my local school policies where they are more restrictive than the state policies and guidelines.
- I shall not be engaged in any inappropriate or illicit behavior.
- I shall not enter the hotel/cabin sleeping rooms with other members, officers, or visitors unless they are a designated roommate.
- I shall have a clean, powerful, and positive social media presence.
- I am responsible for reporting any violations of these codes of conduct committed by myself or by my fellow officers.
- If other situations arise that are not covered by the Code of Conduct for the Georgia FCCLA State Officers, I shall use my best judgment in the situation. Above all, I will try to act in such a way that I will reflect positively on the Georgia Association of FCCLA.

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 dress 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.
- The Georgia FCCLA Official Dress
 - National FCCLA Red Blazer with Emblem patch
 - White Button Collared Oxford Shirt
 - Black Dress Pants
 - Black Belt
 - Black Dress Shoes / Black Flats
 - Alternative Attire: Black Skirts, Black Shell Top, Black Heels with Pantyhose, Pearls (Some of the items in the Alternative Attire will be at the financial cost of the state officer)
- Georgia FCCLA will purchase the following items for the members of the State Executive Council.
 - Georgia Shaped Name Badges
 - Officer Lapel Pins
 - Ascot or Tie
 - Red Georgia FCCLA State Officer Polo
 - Black Shell Tops for female officers
 - Pearl Necklace for female officers
- **State officer candidates must purchase or have the following items during their candidacy:**
 - **Red Georgia FCCLA Polo**
 - **Red FCCLA Blazer**
 - **White Button-Down Oxford Shirt**
 - **Black Pants**
 - **Black Belt**
 - **Black Dress Shoes / Flats**
 - **Selection Committee Interviews at SLC – FCCLA Blazer**
 - **Recognition Session at SLC – White, floor length dress for females. Tuxedos for males.**
 - **Please refer to the specific attire for all phases of the candidate's election process for more details.**
- Georgia FCCLA can provide a Georgia FCCLA Logo Red Polo for the State Officer Candidate the day of the Interviews for \$20. Requests for a Georgia FCCLA Red Polo will need to be emailed to Caitlin Roberson at croberson@gafcccla.com by Wednesday, January 17th, 2024.
- If needed, Georgia FCCLA can provide a FCCLA Red Blazer for any candidate who has made it to Phase #5 – Officer Selection Interviews. If the state officer candidate has made it past Phase #4 and will need a FCCLA Red Blazer at our State Leadership Conference, a request with the size blazer needed will need to be sent to Caitlin Roberson at croberson@gafcccla.com by Wednesday, February 7th, 2024.
 - Blazers provided by the State Office will need to be returned to the State Office at the end of the state officer's term or can be purchased at a reduced cost of \$50.
 - Blazers provided by the State Office to candidates who do not advance to Phase #5, will need to be returned to the State Office at the State Leadership Conference.

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.
- State Officers must adhere to their local school district's travel policies and procedures in terms of travel to and from events.
- **It is the responsibility of the student/adviser/parent/guardian/school administrator to arrange modes of transportation to and from the Georgia FCCLA events.**
- **Adviser/School District Employee Transportation** - It is preferred for student officers to travel with their advisers or an adult chaperone to/from required Georgia FCCLA functions.
- **Parent/Guardian Transportation** - In instances where the school district does not permit a student to travel with a school employee, the parent/guardian must assume responsibility for transporting the student to/from the Georgia FCCLA event. However, in instances where the parent/guardian transports a student, the presence of the adviser is still required.
- **Self-Transportation Inside of Region** - 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 Self-Transport travel document must be signed prior to the visit with signatures from a parent/guardian, chapter adviser, and one school administrator. (*Appendix C*)
- **Self-Transportation Outside of Region** - If the State Officer's school or school system and/or parents/guardians are unable to provide transportation, the state officer can transport themselves to and from the event (if permitted by local district travel policies). **This is not the preferred method of transportation of state officers.** Prior communication must have been made from the State Officer's adviser with the Executive Director and the self-transport 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. (*Appendix D*)
- Missing an event due to lack of transportation is not an acceptable excuse for being absent and can result in dismissal from the state officer team. 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 the internet to check email on a regular basis.
- Each state officer must have a Chromebook/laptop to complete their necessary duties/responsibilities.
- If a state officer does not have a Chromebook/laptop, the state office will provide a Chromebook for their term.
- 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	April 25 th -27 th , 2024	Camp John Hope, Fort Valley
State Executive Council Meeting	June 5 th -7 th , 2024 (Arrival on June 5 th at 10:00 AM)	Camp John Hope, Fort Valley
CTSO Training	June 7 th -9 th , 2024	Georgia FFA-FCCLA Center Covington
DISCOVER Training (Northern)	August 24 th , 2024 (Arrival on August 23 rd at 7:00 PM)	Georgia FFA-FCCLA Center Covington
DISCOVER Training (Southern)	September 12 th , 2024 (Arrival on September 11 th at 7:00 PM)	Camp John Hope, Fort Valley
State Executive Council Meeting	September 12 th – 14 th , 2024	Camp John Hope, Fort Valley
Fall Leadership Rally	October 9 th , 2024 (Arrival on October 8 th at 5:00 PM)	Georgia National Fairgrounds, Perry
Fall Leadership Conference	November 12 th -14 th , 2024 (Arrival on November 11 th at 7:00 PM)	Georgia FCCLA-FCCLA Center, Covington
State Executive Council Meeting	December 5 th -7 th , 2024 (Arrival on December 5 th at 7:00 PM)	Georgia FCCLA-FCCLA Center, Covington
State Executive Council Meeting	January 30 th – February 1 st , 2025 (Arrival on January 30 th , 2025)	Georgia FCCLA-FCCLA Center, Covington
Region STAR Events	February 2025	Various Locations
Day at the Capitol	February 2025	State Capitol Building, Atlanta
State Leadership Conference	March 23 rd -26 th , 2025	The Convention Trade Center Columbus, GA

*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, which include probation and removal from office.

Appendix C displays the Social Media Conduct Form that all State Officers will sign at the start of their term in office.

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

- Georgia FCCLA will provide lodging and meals at State Executive Council Meetings and State Conferences/Events, as well as cover the cost for their student registration at Georgia FCCLA events.
- Georgia FCCLA will provide the following items for all state officers:
 - Georgia Shaped Name Badges
 - Officer Lapel Pins
 - Ascot or Tie
 - Red Georgia FCCLA State Officer Polo
 - Black Shell Tops for female officers
 - Pearl Necklace for female officers
- State Officer Candidates must purchase/have the following items during their candidacy:
 - Georgia FCCLA Red Polo
 - Red FCCLA Blazer
 - White Button-Down Oxford Shirt
 - Black Pants
 - Black Belt
 - Black Dress Shoes / Flats
 - Selection Committee Interviews at SLC – FCCLA Blazer
 - Recognition Session at SLC – Female state officer candidates will bring an appropriate white dress with a slip. Male state officer candidates will be prepared with a black tuxedo/suit.
- 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 may be responsible for some food, travel, workshop materials, and incidental costs for in-state and out-of-state activities.
- For out-of-state travel to National Conferences, lodging, and transportation costs are the responsibility of the state officer.
- Georgia FCCLA will pay for one adviser to chaperone the student during the entirety of the Georgia FCCLA events.
- Additional advisers or parents lodging and meals will be at the cost of the school, chapter, parent/guardian.
- Georgia FCCLA will provide lodging and meals for the State Officer's primary Adviser at State Executive Council Meetings and Trainings.

National Officer Candidate

Each state association of the Family, Career, and Community Leaders of America can submit up to two (2) National Officer Candidates to be a part of the election process with the National FCCLA at the National Leadership Conference.

Due to the possibility of a National Officer Candidate becoming the Georgia FCCLA Vice President of Leadership Development by not achieving success on the national level, all National Officer Candidates will take part in all phases of the Georgia FCCLA State Officer candidacy process at the state level and then if elected, will proceed with all parts of the National Officer candidacy process with National FCCLA.

National Officer Candidate – Eligibility

- Affiliated member of an affiliated chapter.
- Enrollment in 10th or 11th grade at the time of application.
- Has earned at least one Carnegie unit in a Family and Consumer Sciences course.
- Current or past officer of a local chapter.
- Must have previously served as a Georgia FCCLA State Officer or Region Officer.
- Three recommendations: one from a school administrator, one from a family and consumer sciences teacher, and one from the Georgia FCCLA Director of Leadership Development.
- Signatures of support from a chapter adviser, parent/guardian, and local administration.
- Participation in four (4) of the FCCLA national programs.
- Have a GPA of at least 80 (unweighted) at the time of submission of application.
- Cannot hold a district/region, state, or national office in any other school or school-related organization, or organization relating to Family and Consumer Sciences during their applied term of process.

National Officer Candidate – Election Process

- National Officer Candidates will receive a different speech topic, fact question, and thought question in comparison to State Officer Candidates.
- National Officer Candidates' Ballot will list all current National Officer Candidates with a checkbox of "Yes" and "No" assigned to each National Officer Candidate's name.
- The Voting Delegate will check "Yes", if they believe that the National Officer Candidate is an acceptable candidate from Georgia FCCLA, and they approve of the student to move forward in their candidacy as a Georgia FCCLA National Officer Candidate.
- The Voting Delegate will check "No", if they do not believe that the National Officer Candidate is an acceptable candidate from Georgia FCCLA, and they do not approve of the student member to move forward in their candidacy as a Georgia FCCLA National Officer Candidate.
- Each Georgia FCCLA National Officer Candidate must receive at least fifty percent (50%) of "Yes" votes to proceed as a National Officer Candidate.
- This 50% is calculated to the number of ballots cast and not the number of voting delegates at our State Leadership Conference.
- In years when there are more than 2 National Officer Candidates, the two (2) candidates with the highest number of votes will move forward in their candidacy for National Office.



2024-2025

| State Officer Candidate
Handbook and Application

Election Process



Executive Director

Caitlin Roberson
croberson@gafccla.com

Georgia FCCLA

P.O. Box 840
Bogart, GA 30622

State Officer Election Process – Phase 1 & 2

Phase 1 – Intent Form Completion

- Candidate: Complete the Candidate [Online Intent Form](#) by January 5th, 2024 by 11:59 PM
- Candidate's Adviser: Complete the Adviser [Online Intent Form](#) (received via e-mail once the candidate has completed their online intent form) by January 6th, 2024 by 11:59 PM

Phase 2 – [Application Submission](#) (Must be submitted by January 20, 2024 by 11:59 PM)

- 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, 2024
- Section VI: Signature Pages

State Officer Election Process – Phase 3

Phase 3 – State Officer Qualifying Exam & Interviews

- Qualifying Exam and Interviews will be held at the Georgia FCCLA-FCCLA Center on Saturday, February 3rd, 2024.
- This event will start at 9:30 AM in Sheffer Hall 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 welcomed by the 2023-2024 State Executive Council and State Staff.
- Georgia FCCLA Executive Director will introduce the evaluators for the State Officer Interviews to the group.
- Candidates will introduce themselves to the full group.
 - **Contents:** Student Name, Chapter, Region
 - **Example:** “Hi Everyone! My name is Caitlin Roberson. I attend Oconee County High School in Region 3.”
- Candidates will be escorted to a different room and 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.
 - The test will be made up of multiple-choice and short-answer/fill-in-the-blank questions
 - Multiple Choice Questions will make up 45% of the total 30 pts (13.5 pts)
 - The Short Answer/Fill-in-the-Blank Questions will make up 55% of the total 30 pts (16.5 pts)
 - If the state officer candidate needs testing accommodations, please contact Caitlin Roberson at croberson@gafccla.com by Monday, January 29th, 2024
 - Additional suggested resources that 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, State Officer Application and Handbook and *Robert’s Rules of Order Newly Revised 12th Edition*.
 - **New This Year:** State Officer Candidates who pass the State Officer Qualifying Exam with a 85 or higher will receive a Distinguished Statesman Exam Lapel Pin.
- After the test, candidates will move on to interviews with the State Interview Committee. Candidates will be rated by rubric during the interview. (*Appendix B*)
- After the Interviews, candidates will move on to the Recorded Behind the Blazer portion. This will be filmed in a separate room onsite. There will be only one straight take. Candidates will be seated at a table with a Georgia FCCLA-provided backdrop.
- The Recorded portion will consist of 5 interview questions to be posted on the official Georgia FCCLA social media accounts (Instagram, Facebook, YouTube, etc.) prior to the State Leadership Conference if the candidate advances to Phase 4.
- 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 where 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.
- Candidates and their Chapter Advisers will not receive their test scores, interview scores, or application scores.

State Officer Election Process – Phase 4

Phase 4 – Q&A with State Staff, Candidates Speeches, and Elections

- **State Leadership Conference Registration** - Candidates are required to register for and attend the State Leadership Conference and the Gala at the State Leadership Conference.
- **Q&A with State Staff – Thursday, February 20th, 2024**
 - Prior to the State Leadership Conference, the State Office will host a virtual Q&A with the Candidates and their Advisers.
 - This will be completed over Zoom.
 - At this time, the candidates will be able to introduce themselves to the state association and will answer questions from the State Executive Council like 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.
 - Attire: Red Polo, Black Dress Pants, Black Belt, Black Dress Shoes/Flats (Note: Camera shows chest up)
- **State Officer Candidates Luncheon – Sunday, March 17th, 2024**
 - The State Executive Council will invite all State Officer Candidates moving on to Phase 4 to the Candidate Lunch on March 17th, 2024 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.
 - At the luncheon, state officer candidates will get to eat and network with our current State Executive Council and hear from a former state officer as our keynote.
 - Attire: Red Polo, Black Dress Pants, Black Belt, Black Dress Shoes/Flats
- **State Officer Candidate Speeches – Sunday, March 17th, 2024**
 - Candidates moving on to Phase 4 of this process will receive the Candidate Speech Topic on Monday, February 5th, 2024.
 - At SLC, prior to the candidate delivering their speech, their Qualifying Test Score will be announced.
 - Candidates will give a 2-minute speech to the Voting Delegates
 - After their speech, candidates will be asked a fact and thought question.
 - Candidates will have up to 2 minutes to respond to each question.
 - Attire: Red Polo, Black Dress Pants, Black Belt, Black Dress Shoes/Flats
- **Elections and Voting Delegates – Sunday, March 17th, 2024**
 - Voting Delegates will receive an Orientation prior to the start of Candidate Speeches by the Georgia FCCLA Executive Director.
 - 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 during the Region Meetings at SLC.
 - During Opening Session, State Officer Candidates will give their introductions to the crowd
 - Attire: FCCLA Red Blazer, White Oxford Shirt, Black Dress Pants, Black Belt, Black Dress Shoes/Flats
 - All candidates will receive a Letter of Notification on the first night of the State Leadership Conference.
 - The Top 9 candidates will receive a letter letting them know that they will be a 2024-2025 State Officer for Georgia FCCLA and will provide details about the Officer Selection Committee Interviews the next day.

- All candidates that do not make the Top 9 will receive a letter letting know that their candidacy has come to an end and they will not be continuing on as a State Officer.

State Officer Election Process – Phase 5

Phase 5 – State Officer Selection Committee & Appointment to Office

- **State Officer Selection Committee**
 - 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 Georgia FCCLA 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, State Historian, and State Secretary.
 - Attire: FCCLA Red Blazer, White Oxford Shirt, Black Dress Pants, Black Belt, Black Dress Shoes/Flats
- **Appointment to Office**
 - **Recognition Session – Monday, March 18th**
 - Candidates receiving an office will be announced at the Recognition Session.
 - Attire: 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, Caitlin Roberson, at croberson@gafccla.com by **March 1st** for approval. Males will wear a rented tuxedo or black suit.
 - **Closing Session – Tuesday, March 19th**
 - The Installation Ceremony will take place during the Closing Session.
 - The newly elected State President will make a 1-2 minute speech during the Closing Session.
 - Attire: FCCLA Red Blazer, White Oxford Shirt, Black Dress Pants, Black Belt, Black Dress Shoes/Flats

Note: There will be a mandatory State Officer Meeting at the conclusion of State Leadership Conference. This meeting will last 30 minutes, and it is for the newly elected State Officers and their advisers. It will start promptly at 1:00 PM in the State Headquarters Room.



State Officer Candidate Application

Georgia FCCLA State Officer Candidate Application

Deadline: The online form for the application must be completed and submitted by **midnight on January 19, 2024**. If all or any part of the candidate's application is received after the deadline, the entire application may be disqualified.

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

Please keep in mind that this document is printed for the Voting Delegates. Small font sizes will look even smaller when printed two pages per 1 sheet of paper. The State Office WILL NOT edit your application for you to decrease the size or edit your photo. It is better to be brief and concise with your descriptions than to try to add more words to fill up space. Make sure your completed application is exactly how you want it to be.

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)
 - If you are a current Region Officer, your Community Leader Letter will be written by our Director of Youth Leadership. Notify them of your intention to run for office, so they will have time to complete this task on your behalf.

Section V: Transcript

Attach a transcript. The transcript should reflect the same GPA as listed on the application. **Submit an official / unofficial transcript through the mail to the State Office, P.O. Box 840 Bogart, GA 30622 postmarked by the day applications are due.** This transcript should showcase your GPA and that you have completed one course in Family and Consumer Sciences.

Section VI: Signature Pages

Signature Pages must accompany the application:

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

State Officer Candidate Checklist

- Phase 1 – Submit Intent Forms by **January 5, 2024 by 11:59 PM**
 - 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, 2024 by 11:59 PM**
 - 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 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
 - Prepare for the Fact and Thought Question



2024-2025

| State Officer Candidate
Handbook and Application

Signature Forms



Executive Director

Caitlin Roberson
croberson@gafccla.com

Georgia FCCLA

P.O. Box 840
Bogart, GA 30622

State Officer Candidate – Officer Agreement Contract

The honor of being a State Officer carries with it much responsibility. It requires the individual State Officer to become a member of an officer team that works together for the good of Georgia FCCLA. It requires that the officer work with other officers, members, parents/guardians, chapter advisers, school administrators, community leaders and the state FCCLA staff. It requires the officer to represent the Georgia FCCLA at many functions, outside the regular school routine.

As a Georgia FCCLA State Officer, you will be required to attend along with your Chapter Adviser who will serve as the meeting chaperone and designated driver during the meetings. If you see that your schedule will not allow these activities, you must withdraw your candidacy as an executive officer. Officer candidates and elected officers are REQUIRED to attend all activities from the beginning of the pre-conference activity/conference until the activity/conference adjourns. Once elected, an officer may be removed if he/she cannot fulfill their responsibilities and attend the following activities.

- State Officer Training at Camp John Hope – April 25th-27th, 2024
- Region Officer Training and Summer State Executive Council Meeting at Camp John Hope – June 4th-7th, 2024
- GaDOE Georgia CTSO's State Officer Training at The Georgia FFA-FCCLA Center – June 7th-9th, 2024
- DISCOVER Training at the Georgia FFA-FCCLA Center – August 22nd, 2024
- DISCOVER Training & Fall State Executive Council Meeting at Camp John Hope – September 11th-14th, 2024
- Fall Leadership Rally at the Georgia National Fairgrounds – October 8th & 9th, 2024
- Fall Leadership Conference at the Georgia FFA-FCCLA Center – November 11th-14th, 2024
- Winter State Executive Council Meeting at the Georgia FFA-FCCLA Center – December 5th-7th, 2024
- Spring State Executive Council Meeting at the Georgia FFA-FCCLA Center – January 30th-February 1st, 2025
- Region STAR Events at various locations – February 2025
- FCCLA Day at the Capitol – February 2025
- State Leadership Conference at the Classic Center in Athens, GA – March 2025

As a state officer, there will be certain financial obligations to be met. Georgia FCCLA will provide each newly elected officer with some items of the Official Dress. The officer will be responsible for additional wardrobe and travel costs. FCCLA pays for lodging and registration costs for in-state conferences. Each officer may be responsible for some food, travel, and incidental costs for in-state and out-of-state activities. For out-of-state travel, lodging and transportation costs are the responsibility of the state officer.

I agree to perform all of the responsibilities of a State Officer as identified throughout this State Officer Candidate Handbook, including travel monies. I realize that as a State Officer of Georgia FCCLA, I must make Georgia FCCLA my priority over any other co-curricular/extra-curricular activity. I understand I will have state projects in which I must perform certain duties and responsibilities.

All parties below agree to support and provide travel supervision for the state officer.

Candidate's Signature

Date

Parent/Guardian Signature

Date

CTAE Supervisor/Director

Date

School Principal

Date

School Superintendent

Date

State Officer Candidate – Code of Conduct Violation

Being a State Officer is a responsibility that requires firm commitment and cooperation.

Immediate expulsion from any Georgia FCCLA sponsored meeting or event will result from the following:

- Possession of alcoholic beverages, narcotics, or firearms of any form, possessed at any time, under any circumstance.
- Gross violation of male and female room regulations.
- Gross damage to property; or violation of hotel safety codes or criminal laws.
- Internet misuse.

Georgia FCCLA State Officers may be removed from office for one or more of the following reasons:

- Failure to perform the duties of their office.
- Failure to attend required meetings.
- Failure to follow rules, regulations, and responsibilities to act in a professional manner.
- Failure to meet appropriate deadlines without satisfactory explanation.

State Officers are expected to follow the following Code of Ethics:

- I shall not possess or consume any alcoholic beverages or illegal controlled substances of any kind or in any form. Participation will result in immediate termination.
- I shall follow the established curfew. Curfew means I am quiet and in my own room unless I am coordinating official business at the instruction of the Georgia FCCLA Executive Director.
- Official conferences and activities begin when I leave home for the event and end when I return home. Therefore, this code is in effect throughout this entire period of time.
- I will always conduct myself in a professional manner as a representative of FCCLA / Georgia FCCLA.
- I shall refrain from the use of tobacco in any form. Participation will result in immediate termination.
- I shall wear appropriate dress at all official functions.
- I shall immediately remove myself from all situations that could compromise my professional image.
- I shall refrain from dating fellow state FCCLA officers while I am in office.
- I shall not deface public property. I will be responsible for any damage caused to rooms or facilities I am responsible for. Participation will result in immediate termination.
- I shall keep the Chapter Adviser always informed of my whereabouts and activities.
- I shall be prompt and prepared at all times.
- I shall carry out my duties and responsibilities to the best of my abilities.
- I shall attend all official conference activities unless I receive prior approval from the Executive Director to be absent. If I am unable to participate in all required Executive Officer meetings, I will resign my office. Special permission must be received from the Executive Director to be excused from the required meetings.
- I shall keep my local chapter advisor informed of all official correspondence. I shall forward a copy of all official correspondence written by me to the state office.
- I shall follow my local school policies where they are more restrictive than the state policies and guidelines.
- I shall not be engaged in any inappropriate or illicit behavior.
- I shall not enter the hotel/cabin sleeping rooms with other members, officers, or visitors unless they are a designated roommate.
- I shall have a clean, powerful, and positive social media presence.
- I am responsible for reporting any violations of these codes of conduct committed by myself or by my fellow officers.
- If other situations arise that are not covered by the Code of Conduct for the Georgia FCCLA State Officers, I shall use my best judgment in the situation. Above all, I will try to act in such a way that I will reflect positively on the Georgia Association of FCCLA.

We (officer and parent/guardian) have read and fully understand the Georgia FCCLA State Officer Code of Conduct and agree to comply with these guidelines. Furthermore, we are aware of the consequences that will result from violation of any of the above guidelines.

Candidate's Signature

Date

Parent/Guardian Signature

Date

State Officer Candidate Signature Page – Officer Chaperone / Travel Permission Form

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. State Officers must adhere to their local school district's travel policies and procedures in terms of travel to and from events. **It is the responsibility of the student/adviser/parent/guardian/school administrator to arrange modes of transportation to and from the Georgia FCCLA events.** Missing an event due to lack of transportation is not an acceptable excuse for being absent and can result in dismissal from the state officer team.

- **Adviser/School District Employee Transportation** - It is preferred for student officers to travel with their advisers or an adult chaperone to/from required Georgia FCCLA functions.
- **Parent/Guardian Transportation** - In instances where the school district does not permit a student to travel with a school employee, the parent/guardian must assume responsibility for transporting the student to/from the Georgia FCCLA event. However, in instances where the parent/guardian transports a student, the presence of the adviser is still required.
- **Self-Transportation** - If the State Officer's school or school system and/or parents/guardians are unable to provide transportation, the state officer can transport themselves to and from the event (if permitted by local district travel policies). **This is not the preferred method of transportation of state officers.**

If elected, how will you be traveling to and from our Georgia FCCLA events (List all potential ways)

By signing below, I have read and understand the student transportation policy set forth by Georgia FCCLA. I agree to adhere to the above mode(s) of transportation. I understand that there are serious consequences for failing to attend events.

Candidate's Signature

Date

By signing below, I understand and agree to allow my son/daughter/student to travel by the means mentioned above to any Georgia FCCLA event. I understand that during officer meetings and Georgia FCCLA events, my son/daughter/student may be traveling with Mrs. Caitlin Roberson or another adult representative from Georgia FCCLA.

Parent/Guardian Signature

Date

By signing below, I understand that it is the adviser's responsibility to arrange with the parents/guardians and school administrators acceptable transportation options so that the officer is able to perform his/her official duties.

Chapter Adviser Signature

Date

As a school official, my signature below verifies that the above modes of transportation comply with our student transportation policy and/or exceptions have been made that will permit this student to attend required functions.

School Principal Signature

Date

Multiple Release Form

School _____

Adviser _____

Please have student attendees and their parents/guardians read and complete this multiple-part form. Information about dress code and code of conduct is included on the Georgia FCCLA website events page: www.gafcccla.com. Retain a copy for your records.

THERE ARE 15 LINES TO BE COMPLETED, PLEASE MAKE SURE TO SIGN ALL PORTIONS OF THE RELEASE FORM.

MEDICAL RELEASE/AGREEMENT TO ACCEPT FINANCIAL RESPONSIBILITY: The undersigned, being the parent or guardian of _____ and having legal custody and who resides with me/us do give consent to any X-ray, examination, anesthetic, dental, medical or surgical diagnosis or treatment, and hospital care to be rendered to the minor under the general or special supervision and on the advice of any dentist, physician or surgeon licensed to practice in the State of Georgia or in a state on the itinerary of an activity sponsored by FCCLA I/we further agree that I/we will assume all expenses involved in such medical/ dental procedures and will not hold Georgia FCCLA or its representatives liable for said expenses.

List any medical/dental conditions that a medical doctor/dentist should be made aware of:

1 _____

List any allergies that a medical doctor/dentist should be made aware of:

2 _____

Family Physician: Name 3 _____

Address 4 _____ Phone 5 _____

Parent's/Guardian's Signature 6 _____ Dated 7 _____

Emergency Contact Name 8 _____ Phone 9 _____

LIABILITY: The undersigned being the parent or guardian of student named above hereby agrees to release the Georgia Department of Education, Georgia FCCLA, its representatives, agents, servants, and employees from liability for injury to the said minor resulting from any cause whatsoever occurring to the said minor at any time while attending a conference or meeting of Georgia FCCLA, including travel to and from said meeting, excepting only such injury or damage resulting from the willful acts of such representatives, agents, servants, and employees. I also do hereby hold harmless, and waive and release any liability claims or causes of action against FCCLA, its directors, officers, employees, FCCLA Chapter Advisers, and FCCLA State Association and school staff which my child or I may now or hereafter having arising in connection with my child's travel, attendance, or participation in the Georgia FCCLA events, including without limitation, claims for personal injury, bodily harm, illness, and disease (including without limitation, risk of death), and pertaining to causes including the potentially lethal COVID-19 virus.

Parent's/Guardian's Signature 10 _____ Dated 11 _____

MEDIA RELEASE: I release to the Georgia Department of Education and Georgia FCCLA the unlimited right to reproduce, copy, publish, or otherwise use in any reasonable way for any informational or educational purpose the following: Image (photo or video), Voice, Quote or written material. As a Georgia FCCLA State Officer, the officer's name, photo, FCCLA e-mail address, and school contact information will be posted on the Georgia FCCLA's web site and imprinted documents (publications). The officer's home contact information will not be published electronically or in printed documents. I give Georgia FCCLA permission to publish electronically and in printed documents the information and materials as described.

12 _____ 13 _____
Signature of FCCLA Member Date Signature of Parent/Guardian Date

SOCIAL MEDIA: Georgia FCCLA respects the rights of its members to use social media. Members that use social media must remember that any information posted while attending a Georgia FCCLA event is reflective of the entire FCCLA community and, as such, is subject to the same behavioral standards set forth on the website. I will represent Georgia FCCLA in the best manner possible.

14 _____ 15 _____
Signature of FCCLA Member Date Signature of Parent/Guardian Date

Chapter Adviser to State Officer Candidate – Assurance Form

- I will ensure that my State Officer is supervised at all times. If I am unable to chaperone my student, it is my responsibility to make the necessary arrangements for another adviser to chaperone my student.
- I am responsible for the actions and behavior of my State Officer.
- I understand that I am required to be at conferences at all times that my officer is present.
- I will ensure that my State Officer fulfills all of his/her duties, as defined by Georgia FCCLA guidelines and the leadership of the Georgia Association of Family, Career and Community Leaders of America.
- I understand that it is the adviser's responsibility arrange with the parents/guardians and school administrators acceptable transportation options so that the officer is able to perform his/her official duties
- I will ensure that my student attends all mandatory events in their entirety and is on time, prepared academically, and in the appropriate official dress.
- I will also ensure that my student completes all assignments in a timely fashion and at a high quality.
- As an adviser to a State Officer, I understand I am expected to assist in workshops, events, conferences, and competitions in a variety of duties which will be outlined for me by Georgia FCCLA guidelines and the leadership of the Georgia FCCLA.
- I understand that the candidate's county/school district will cover the cost of the adviser's registration, lodging and meals.

Calendar of Events

- State Officer Training at Camp John Hope – April 25th-27th, 2024
- Region Officer Training and Summer State Executive Council Meeting at Camp John Hope – June 4th-7th, 2024
- GaDOE Georgia CTSO's State Officer Training at The Georgia FFA-FCCLA Center – June 7th-9th, 2024
- DISCOVER Training at Camp John Hope (Southern) – August 22nd, 2024
- DISCOVER Training & Fall State Executive Council Meeting at The Georgia FFA-FCCLA Center – September 11th-14th, 2024
- Fall Leadership Rally at the Georgia National Fairgrounds – October 8th & 9th, 2024
- Fall Leadership Conference at the Georgia FFA-FCCLA Center – November 11th-14th, 2024
- Winter State Executive Council Meeting at the Georgia FFA-FCCLA Center – December 5th-7th, 2024
- Spring State Executive Council Meeting at the Georgia FFA-FCCLA Center – January 30th-February 1st, 2025
- Region STAR Events at various locations – February 2025
- FCCLA Day at the Capitol – February 2025
- State Leadership Conference at the Classic Center in Athens, GA – March 2025

By signing below, I confirm that I have thoroughly reviewed the Georgia FCCLA State Officer Candidate Handbook, comprehended its policies, and acknowledged the procedures pertinent to a Georgia FCCLA State Officer. I pledge to adhere to the guidelines specified as the Chapter Adviser of a State Officer Candidate. I endorse their candidacy for state office.

Chapter Adviser

Date

By signing below, I confirm that I am aware of and in support of the conferences/meetings in which the student and adviser will be required to attend.

CTAE Supervisor/Director

Date

School Principal

Date

School Certification Form

Name of Candidate: _____

FCCLA Chapter / School: _____

Type/Write in the name of each individual below.

Superintendent / Designee: _____

System CTAE Director (If Applicable): _____

School Principal: _____

School CTAE Supervisor (Admin Level, if applicable): _____

Primary Chapter Adviser: _____

Secondary Chapter Adviser (if applicable): _____

Parent/Guardian: _____

The credentials for the Georgia FCCLA State Officer Candidate, who is the choice of our chapter, will be submitted within the State Officer Candidate Application. To the best of our knowledge, this individual meets the qualifications for Georgia FCCLA state office and, if elected, will receive the enthusiastic support of the school, chapter, and the adviser in execution of the duties of office.

As administrator, I agree to provide financial support and assistance for the adviser(s) to carry out the task of the office for which the FCCLA member is a candidate. Which will include lodging, transport, substitute, and meal costs. Reference "Calendar of Events" page 14 of the State Officer Candidate Handbook.

Superintendent or Designee Signature_____
School Principal Signature_____
School System CTAE Director's Signature_____
Local School CTAE Supervisor Signature_____
Chapter Adviser(s) Signature_____
Parent/Guardian Signature

Please note that if any of the individuals listed above leave their roles from the time of the application throughout the term of office, the individual(s) replacing the individuals listed above will be required to sign this application as well.



2024-2025

| State Officer Candidate
Handbook and Application

Appendices



Executive Director

Caitlin Roberson
croberson@gafccla.com

Georgia FCCLA

P.O. Box 840
Bogart, GA 30622

Appendix A - Officer Application Rubric – Phase 2

Phase 2: Candidate's Application

Candidate's Name:

Region:

	0	1	2	3	4	Score
Resume: Candidate's Picture, School, Grade, AND FCS and Related Courses	0 items listed	1 item listed	2 items listed	3 items listed	4 or more items listed	
Resume: FCCLA Projects (participation in National Programs, STAR Events, State Competitive Events, State Projects, and/or Step One)	Evidence of 0-1 or less activities	Evidence of 2-4 activities	Evidence of 5-7 activities	Evidence of 8-9 activities	Evidence of 10 or more activities	
Resume: FCCLA Leadership	Evidence of 0 leadership positions	Evidence of 1 leadership positions	Evidence 2 leadership positions	Evidence of 3 or more leadership positions	N/A- 3 points max	
Resume: FCCLA Events/Conferences	Involvement in 0 events	Involvement in 1 events	Evidence of 2 events	Evidence of 3 events	Evidence of 4 or more varied events	
FCS and Other Accomplishments and Honors	Evidence of 0 acc. or honors	Evidence of 1-4 acc. or honors	Evidence of 4-6 acc. or honors	Evidence of 7-8 acc. or honors	Evidence of 9-10 or more acc. or honors	
Recommendations by Others	Evidence of 0 letters that expresses endorsement	Evidence of 1 letter with positive endorsement	Evidence of 2 letters that express endorsement	Evidence of 3 letters that express endorsement	N/A- 3 points max	
Appearance of Application (i.e. font choices, font sizes, general formatting, spelling/ grammatical errors, etc.)	N/A-	Several formatting errors; several grammatical/ spelling errors	Inconsistent formatting; some grammatical/ spelling errors	Consistent formatting; few grammatical/ spelling errors	Consistent formatting; no grammatical/ spelling errors	
Signatures	Missing 4 or more signatures	Missing 3 signatures	Missing 2 signatures	Missing 1 signature	All signatures found	
Total points earned by this candidate from application (max 40)						

Appendix B - State Interview Committee Rubric – Phase 3

Phase 3: Interview & Exam

Candidate's Name:

Region:

Applying for:

- President/First Vice President
- Other Offices

	0-2	3-5	6-8	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 40)				
Total points earned by this candidate on the Exam (max 30)				
Total points earned by this candidate from Application (max 30) (transferred from Phase 2 rubric)				
Total points earned by this candidate in Phase 2-3 (max 100) (A minimum of 85 points are required to move on to Phase 4)				

Appendix C - Social Media Code of Conduct

Georgia FCCLA State Executive Council members are representatives of our state and must use social media responsibly and abide by this Social Media Code of Conduct in both their role as an officer and in their personal use. State Officers are responsible for monitoring and regulating all content posted to or tagged on their social media accounts. It is recommended that privacy and/or tagging permission settings be implemented for all personal social media accounts.

Georgia FCCLA State Officers are expected to set an example for other members and should create and maintain a social media image that is positive, ethical, professional, and kind. Social media should never be used to air your grievances. Be aware that if you post your attendance or participation in an activity that you are endorsing that activity or product.

“Social media” refers to all websites and applications that enable users to create and share content or to participate in social networking, whether or not it is associated or affiliated with the organization, as well as any other form of electronic communication. These include, but are not limited to Facebook, Instagram, Twitter, Snapchat, YouTube, LinkedIn, blogs, vlogs, and other online threads.

Continue for Social Media Code of Conduct guidelines certification.

Please review the details of the agreement and sign and date acknowledging you understand the expectations for your term of service.

I, _____, agree to follow all the guidelines of Georgia Family, Career, and Community Leaders of America (FCCLA) with regard to social media use. If elected as a member of the Georgia FCCLA State Executive Council, I agree not to publish, post, share, like, or release content containing or involving:

- *Information that is confidential or not for public consumption*
- *An individual's private information (your own or someone else's)*
- *Commentary, content, or images that are inappropriate, defamatory, proprietary, harassing, libelous, volatile, potentially inflammatory, contain vulgar or inappropriate language, and/or that can or do create a hostile environment.*
- *Guns, weapons, alcohol, smoking, vaping, violence, protests, sexual content, nudity, and/or any illegal activity that reveals me or anyone else participating in questionable activities*
- *Pictures or statuses that reveal public displays of affection (PDA)*
- *Politics, religion, and/or other controversial topics which may alienate individual members or misrepresent views of Georgia FCCLA as a whole*
- *Georgia FCCLA Officers represent an organization of diverse members with various backgrounds and views. As an educational organization, FCCLA is bipartisan*
- *Fake, false, or misleading information*
- *Negative statements about FCCLA or anyone affiliated with FCCLA*

In addition, officers will abide by the following guidelines:

- *My posts on any social media site will reflect that of a real-life teenager but also that of a State Officer. This will include:*
 1. *Using proper grammar in every post*
 2. *Embodying the leader lifestyle in everything – living it and posting it*
 3. *Showing modesty (no pictures with swimsuits, short skirts/shorts, midriff/cleavage, shirtless, etc.)*
 4. *Promoting FCCLA and building excitement for members through my social media pages whenever it is asked of me*
 5. *Supporting the other officers on social media with regard to FCCLA and personal activities*

6. *Keeping the other State Executive Council members accountable for their actions on social media by use of private messaging and in connection with state staff. When others ask for the removal of a certain post, I will respect that opinion and take down the post*
7. *Always being respectful on social media*

If I am found in violation of any of these areas, state staff in consultation with the Board of Directors will decide upon a consequence that fits the transgression, which could include being placed on probation or removal from office.

Signature of Officer: _____ Date: _____

Appendix D – Self-Transportation Form (Within Region)



Family, Career and Community Leaders of America Georgia State Association

PO Box 840
Bogart, GA 30622

AGREEMENT AND WAIVER GEORGIA FCCLA STATE/REGION OFFICER/PREVIOUS STATE OFFICER SELF-TRANSPORTATION TO OFF-SCHOOL CAMPUS EVENT

I, _____, hereby authorize the release of my child, _____ from _____ School in order to travel from home/school to attend the following off-campus event(s): _____.

I further authorize my child to transport himself or herself to this event. I have explained to my child, _____, the risks associated with transportation to and from this event. This confirms that he/she has a valid driver's license, automobile liability insurance and training to transport him or herself to and from this event.

Further, this Agreement confirms that the parents of _____ will bear the responsibility for and all of the expenses related to the transportation of _____ to and from this event. The undersigned release, discharge and covenant not to sue, and agree to indemnify and hold harmless, the Georgia Association of Family, Career and Community Leaders of America (Georgia FCCLA), its employees, Executive Director, and Board of Directors from or as the result of any claims, demands, injuries, damages, expenses or fees, including attorney's fees, arising out of the transportation of _____ to and from this event.

This Agreement and Waiver shall be valid and in force until _____ (date of the event).

Parent/Guardian Signature

Parent/Guardian Printed Name

Date

State/Region Officer Signature

State/Region Officer Printed Name

Date

Adviser Signature

Adviser Printed Name

Date

croberson@gmail.com

www.gafccla.com

770.530.1874

Appendix E – Self-Transportation Form (Outside Region)



Family, Career and Community Leaders of America Georgia State Association

PO Box 840
Bogart, GA 30622

AGREEMENT AND WAIVER GEORGIA FCCLA STATE/REGION OFFICER & PREVIOUS ELECTED OFFICERS SELF-TRANSPORTATION TO OFF-SCHOOL CAMPUS EVENT

I, _____, hereby authorize the release of my child, _____ from _____ School in order to travel from home/school to attend the following off-campus event(s): _____.

I further authorize my child to transport himself or herself to this event. I have explained to my child, _____, the risks associated with transportation to and from this event. This confirms that he/she has a valid driver's license, automobile liability insurance and training in order to transport him or herself to and from this event.

Further, this Agreement confirms that the parents of _____ will bear the responsibility for and all of the expenses related to the transportation of _____ to and from this event. The undersigned release, discharge and covenant not to sue, and agree to indemnify and hold harmless, the Georgia Association of Family, Career and Community Leaders of America (Georgia FCCLA), its employees, Executive Director, and Board of Directors from or as the result of any claims, demands, injuries, damages, expenses or fees, including attorney's fees, arising out of the transportation of _____ to and from this event.

This Agreement and Waiver shall be valid and in force until _____ (date of the event).

Parent/Guardian Signature

Parent/Guardian Printed Name

Date

State/Region Officer Signature

State/Region Officer Printed Name

Date

Adviser Signature

Adviser Printed Name

Date

School Administrator Signature

School Administrator Printed Name

Date

croberson@gmail.com

www.gafccla.com

770.530.1874

Appendix F – State Officer Candidate Preference Form



State Officer Candidate Office Preference Form

Directions: Please list the top 3 offices for which you are interested in then for each office list the specific experiences or skills which qualify you for this position. Bring this completed form with you to the State Leadership Conference.

Offices Positions Available:

*President****

Vice President of Competitive Events

Vice President of Public Relations

*First Vice President****

Vice President of Membership

Secretary

Vice President of Community Service

Vice President of Programs

Historian

Name: _____ **Current Grade Level:** _____

Office 1 _____

Qualifications: _____

Office 2 _____

Qualifications: _____

Office 3 _____

Qualifications: _____

Offices for which I prefer not to be considered for: _____

*****Office of the President or First Vice President*****

In order to be considered for the office of President or First Vice President, you must meet the following criteria:
affiliated for at least two years and enrollment in 10th grade or above.

If you wish to be State President or First Vice President, please fill out the second page of this document. Candidates will not be considered for the office of President or First Vice President without this completed document. Bring the completed document with you to the State Leadership Conference.

Appendix G – Office of President (or First Vice President) Signature Page

Office of President (or First Vice President) Signature Page

Being the State President holds greater responsibility than the other eight office positions. The State President is responsible for being on more committees and attend more meetings than the average State Executive Council member. With these added responsibilities, it is imperative to note that more days of school will be missed over the course of his/her term.

Possible additional responsibilities are, but not limited to, the following:

- Serving on the Georgia FCCLA Board of Directors (meets quarterly) – see below
- Attending the National Leadership Conference – June/July
- Attending the GACTE Summer Conference and Chapter Management Workshop – July
- Attending the GATFACS Winter Conference – January
- Serving on the State Officer/National Officer Candidate Interview Committee - February
- Attending FACS Day at the Capitol – February
- Attending CTSO Day at the Capitol – February
- Serving as an ex-officio member of all State Executive Council committees

These responsibilities, as well as others, will be discussed in detail with the elected State President and his/her adviser.

The undersign certify that the candidate has approval to be considered for the office of State President and understand the additional responsibilities for this office position.

_____ Candidate	_____ Date
_____ Chapter Adviser	_____ Date
_____ Parent/Guardian	_____ Date
_____ CTAE Supervisor/Director	_____ Date
_____ School Principal	_____ Date

Note regarding the Georgia FCCLA Board of Directors responsibility:

As per the Georgia FCCLA Bylaws, the State President automatically serves on the Georgia FCCLA Board of Directors. By default, one chapter adviser of the State President also serves on the Georgia FCCLA Board of Directors and serves as the voting member (voting on behalf of the State President).

As the adviser to the candidate, I understand that I will also serve on the Georgia FCCLA Board of Directors if my student is chosen as State President.

_____ Chapter Adviser	_____ Date
_____ CTAE Supervisor/Director	_____ Date
_____ School Principal	_____ Date