



GEORGIA
STATE ASSOCIATION

Region Officer Handbook and Application

2024-2025

General Responsibilities of Region Officers

As a Region Officer, you will represent 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 significantly impact how they judge the entire organization. You must always be mindful of the image you portray in appearance, speaking, writing, and manners.

The growth of FCCLA depends on the performance of your duties and the impression you leave with people 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 12th, 2024. The entire application may be disqualified if all or any part of the officer application is received after the deadline.
- **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 high school adviser.
- **Completed at least one course in family and consumer sciences** at the time of application submission (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 application submission.
- Due to conflicting schedules and responsibilities, region Officers may not compete in STAR Events at Region or State competitions. 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, Red Talks, 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 consisting 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 one 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 newsletters to advisers in the Region.
 - Region Officers must submit the monthly email seven 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 the Region Instagram Page up to date. Posting at least once a week with FCCLA content.
- Attend the designated Fall Region Meeting at the Region Adviser school or a specified location.
- Develop Leadership Session(s) for members at the Fall Region Meeting, with guidance from the Director of Youth Leadership and chapter adviser.
- 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 other State and Region Officers within 48 of receiving the email.
- Region Officers must submit monthly reports (5th of the Month Reports) to the Director of Youth Leadership and their Region Adviser.
- Regularly communicate with assigned Region Officer on a bi-monthly basis.
- 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 the term in office.
- Communicate with their 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 before taking the test.
 - Region Officer Candidates will participate in an online qualification test during the following testing window: Monday, April 15th through Friday, April 19th, 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 14th.
- **Online Interview:**
 - Region Officer Candidates will be interviewed virtually over Zoom on Thursday, April 25th, 2024, 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 comprised 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 the same region or chapter.
 - Scores from all selection committee members shall be averaged.
 - The top three applicants from each region with the top average 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 Wednesday, May 1st, 2024

Term of Office and Vacancies

- The term of office shall be for one year, ending when the 25-26 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.
- If 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. If 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 Region 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 and those for community and civic groups.
- First and foremost, Region Officers must follow their local district travel policies regarding 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 before the visit with signatures from a parent/guardian, a 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 Region 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. 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. The Board of Directors will review excessive lack of transportation as per the Region Officer Policies and Procedures.
- A candidate parent/guardian and local adviser must sign a multiple release form. 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 Region 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:

Event	Dates*	Location
Region Officer Training	June 4th-5th, 2024 (Arrival on June 4 th at 10:00 AM)	Camp John Hope, Fort Valley
DISCOVER Training (Northern) <i>If Region 1-6, will attend.</i>	August 24 th , 2024 (Arrival on August 23 rd at 7:00 PM)	Georgia FFA-FCCLA Center Covington
DISCOVER Training (Southern) <i>If Region 7-8, will attend.</i>	September 12 th , 2024 (Arrival on September 11 th at 7:00 PM)	Camp John Hope, Fort Valley
Fall Region Meeting	September/October 2024	Region Adviser School or Educational Facility
State Executive Council Meeting & Region Officer Teams Meeting	December 6th, 2024 (Arrival on December 6 th at 9:00 AM)	Georgia FCCLA-FCCLA Center, Covington
Region STAR Events	February 2025	Various Locations
State Leadership Conference	March 23 rd -26th, 2025	The Convention Trade Center Columbus, GA

Additional Suggested Events:

Event	Dates*	Location
Fall Leadership Rally	October 9 th , 2024	Georgia National Fairgrounds, Perry
Fall Leadership Conference	November 12 th -14 th , 2024	Georgia FCCLA-FCCLA Center, Covington
Day at the Capitol	February 2025	State Capitol Building, Atlanta

*Dates are subject to change.

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
- Reposts or shares of inappropriate content

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 Convention Trade 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 12th 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 15th - Friday, April 19th, 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 25th, 2024 and interviews will start at 4:30 PM.
- Candidates will be notified by Wednesday, May 1st, 2024

Georgia FCCLA Region Officer Application – Deadline: April 12th, 2024

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 – Officer Agreement Contract

The honor of being a Region Officer carries with it much responsibility. It requires the individual Region 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 Region 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.

Event	Dates*	Location
Region Officer Training	June 4th-5th, 2024	Camp John Hope, Fort Valley
DISCOVER Training (Northern) <i>If Region 1-6, will attend.</i>	August 24 th , 2024	Georgia FFA-FCCLA Center Covington
DISCOVER Training (Southern) <i>If Region 7-8, will attend.</i>	September 12 th , 2024	Camp John Hope, Fort Valley
Fall Region Meeting	September/October 2024	Region Adviser School or Educational Facility
State Executive Council Meeting & Region Officer Teams Meeting	December 6th, 2024	Georgia FCCLA-FCCLA Center, Covington
Region STAR Events	February 2025	Various Locations
State Leadership Conference	March 23 rd -26th, 2025	The Convention Trade Center Columbus, GA

As a region 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 of a Region Officer. The officer will be responsible for additional wardrobe and travel costs. Georgia FCCLA pays for some of the 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 Region Officer.

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

All parties below agree to support and provide travel supervision for the Region Officer.

Candidate's Signature

Date

Parent/Guardian Signature

Date

CTAE Supervisor/Director

Date

School Principal

Date

School Superintendent

Date

Region Officer Candidate – Code of Conduct Violation

Being a Region 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 Region 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.

Region 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 Region Officer Code of Conduct and agree to comply with these guidelines. Furthermore, we are aware of the consequences that will result from a violation of any of the above guidelines.

Candidate's Signature

Date

Parent/Guardian Signature

Date

Region Officer Candidate Signature Page – Travel Permission Form

As a Region Officer, you will be obligated to attend several region meetings. You may also receive invitations to region and chapter meetings, as well as those for community and civic groups. Region 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 Region 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 Region Officer's school or school system and/or parents/guardians are unable to provide transportation, the Region 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 Region 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 Region Officer Candidate – Assurance Form

- I will ensure that my Region 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 Region Officer.
- I understand that I am required to be at conferences at all times that my officer is present.
- I will ensure that my Region 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 Region 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

Event	Dates*	Location
Region Officer Training	June 4th-5th, 2024	Camp John Hope, Fort Valley
DISCOVER Training (Northern) <i>If Region 1-6, will attend.</i>	August 24 th , 2024	Georgia FFA-FCCLA Center Covington
DISCOVER Training (Southern) <i>If Region 7-8, will attend.</i>	September 12 th , 2024	Camp John Hope, Fort Valley
Fall Region Meeting	September/October 2024	Region Adviser School or Educational Facility
State Executive Council Meeting & Region Officer Teams Meeting	December 6th, 2024	Georgia FCCLA-FCCLA Center, Covington
Region STAR Events	February 2025	Various Locations
State Leadership Conference	March 23 rd -26th, 2025	The Convention Trade Center Columbus, GA

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

Chapter Adviser

Date

As administrator, I agree to provide support and financial 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.

CTAE Supervisor/Director

Date

School Principal

Date

School Superintendent

Date

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.

Appendix A - 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)				

Appendix B - 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)				

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

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

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