



SECTION 9 - STATE OFFICER SELECTION PROCEDURE

STATE OFFICER SELECTION PROCEDURE

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State Officer Candidate KNOWLEDGE EXAM - **TO BE MAILED OUT**

NOTE: Study Guides for both Interview Panelists and State Officer Candidates are also on the Colorado FCCLA website – Advisers' Page <http://www.fccla.cccs.edu/advisors.htm>

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NOTE: Study Guides for both Interview Panelists and State Officer Candidates are on the Colorado FCCLA website – Advisers' Page <http://www.fccla.cccs.edu/advisors.htm>

Advisers and District Consultants: Please be sure to submit completed State Officer Candidate Application paperwork in a 3-hole theme folder with pockets and brads, with a white label placed in the right-hand corner. No page protectors allowed. The label must have:

Candidate's name

Adviser's name

District

Consumer or Occupational designation

**STATE OFFICER CANDIDATES ARE NOT PERMITTED TO PARTICIPATE
IN ANY FCCLA STAR OR COLORADO STATE EVENT AT STATE
CONFERENCE OR THE FOOD EVENTS COMPETITION.**

DISTRICT CONSULTANT GUIDELINES/CHECKLIST FOR FCCLA STATE OFFICER SELECTION

Current State Officer Candidate Applications and Study Guides, as well as Interview Panelist Applications and Study Guides, are available on the Colorado Family, Career and Community Leaders of America (FCCLA) website (www.fccla.cccs.edu) after December 1.

DISTRICT CONSULTANT RESPONSIBILITIES

A District Consultant or Co-consultant is required to be part of the State FCCLA Interviewing Panel for State Officer Selection. The assignment is on an alphabetical district rotation basis as follows: 2009 - Northeastern District; 2010 - Pine Meadows District; 2011 - San Juan Basin District; 2012 - San Luis Valley District; 2013 Scenic West District; 2014 Spanish Peaks District. At the 2008 Executive Council Fall Planning Meeting it was recommended that the second adult on the Interviewing Panel be an administrator from a district in an opposite rotation – starting in 2009 with an administrator from Arkansas Valley; 2010 – Eastern Plains; 2011 – High Country, and on down the line.

Set a deadline for return of applications to you (allow sufficient time to process the applications and schedule times for interviews).

Review, check for completeness, and sign off on all necessary paperwork for State Officer Candidates.

Candidate must be a current freshman, sophomore or junior

Candidate must have an academic grade point average of 2.5 or better

Candidate must be an active FCCLA member or if Occupational, promise to become a member

Candidate has demonstrated a leadership role at the local, district, or community level

Determine Interview Panel Members for your Winter District Conference and schedule times for interviews.

The District Interviewing Panel may consist of:

3 to 5 advisers representing different chapters (may be selected on a rotating basis)

Current State Officer not applying for another term as State Officer

Past State Officer

An adult representing the business community or an administrator from a school in your district

An upper classman who has attended at least one State Conference

Schedule one-hour time frame for the exam:

District Consultant or their designee will administer the exam at the District Winter Conference or designated time

All officer candidates from the district will take the exam at the same time and place

The exam may be taken only **one** time

Time allotted shall be **one hour**

Exams are to be forwarded to the FCCLA State Adviser without examination or review

Candidates may bring white-out, additional sheets of paper, and a dictionary for the written portion of the exam

Communicate in advance to advisers and candidates of their time for interview and exam during the District Winter Conference.

At Winter District Conference, each State Officer Candidate must:

Introduce her/himself in front of district delegation

Introduce her/himself to Interviewing Panel and present a brief (2-3 minute) talk about her/himself and qualifications for State Office

Answer general questions asked by Interviewing Panel

Tally judges' scores and complete the State Officer Nomination Form according to Colorado FCCLA Bylaws:

A maximum of two candidates plus one alternate candidate from each district for FCCLA State Office shall be forwarded to the State Adviser by the established deadline date.

There shall be only one officer candidate from each member chapter. The alternate candidate may be from any member chapter including those with a candidate.

The two candidates and alternate can be from any combination of comprehensive and occupational chapters.

In the event of fewer than twenty-four State Officer Candidates, qualified alternates will be notified prior to the State Conference of their eligibility to be a State Officer Candidate.

Administer State Officer Interview Panel Member Knowledge Exam. Candidates for the Interview Panel can take the exam more than once, but must earn the required 80% in order to be a member of the State Interview Panel. Each District must select only one Interview Panel Member to send on to the State Interview Panel.

Send all completed officer candidate applications, knowledge exams, interview panelist application, and the State Officer Nomination Form to:

FCCLA State Adviser
9101 East Lowry Boulevard
Denver, CO 80230

POSTMARKED BY FEBRUARY 15

FCCLA STATE OFFICER CANDIDATE NOMINATION FORM

MAIL TO: **FCCLA STATE ADVISER**
9101 East Lowry Blvd.
Denver, CO 80230

DEADLINE DATE: **POSTMARKED BY FEBRUARY 15**

DISTRICT _____ CONSULTANT _____

A. STUDENTS SELECTED AS CANDIDATES FOR FCCLA STATE OFFICERS

A maximum of two candidates plus one alternate candidate from each district for FCCLA State Office shall be forwarded to the State Adviser by the established deadline date.

There shall be only one officer candidate from each member chapter. The alternate candidate may be from any member chapter including those with a candidate.

The two candidates and alternate can be from any combination of comprehensive and occupational chapters.

In the event of fewer than twenty-four State Officer Candidates, qualified alternates will be notified prior to the State Conference of their eligibility to be a State Officer Candidate.

Please print:

Candidate #1:			
	Name	Chapter	Comprehensive or Occupational
Candidate #2:			
	Name	Chapter	Comprehensive or Occupational
Alternate:			
	Name	Chapter	Comprehensive or Occupational

B. DISTRICT INTERVIEW PANEL MEMBERS

Name	School	Address
Name	School	Address
Name	School	Address
Name	School	Address
Name	School	Address

C. _____
District Consultant Signature

STUDENT APPLICATION FOR STATE INTERVIEW PANELIST

MAIL TO: **FCCLA STATE ADVISER**
9101 East Lowry Blvd.
Denver, CO 80230

NOTE: Interview Panelist must pass exam with at least an 80% score. (Exam may be taken more than once.)

DEADLINE DATE: **POSTMARKED BY FEBRUARY 15**

ORGANIZATION (Check One): Consumer Occupational

Name: _____ Present Grade in School: _____ Age: _____

Home Address: _____

Street City Zip

School Address: _____

Street City Zip

Chapter Adviser: _____ School Phone No.: () _____

Number of years you have been a member of FCCLA: _____

ACTIVITIES - Summarize in space allowed; do not attach additional pages.

a) FCCLA:

b) School:

c) Community:

PERSONAL OBJECTIVE: In what way, or with what background of experience, can you best contribute to FCCLA by serving on the panel to select State Officers?

Parent Signature Date

Applicant Signature Date

Do you feel that this student is ready to assume the responsibilities and obligations of being an interview panel member for FCCLA? YES NO _____ Exam Score

Adviser Signature Date

YES NO

District Consultant Signature Date

Note: State Interviewing Panel member cannot be on District Interviewing Panel for State Candidates.

THE FOLLOWING STUDENT CANDIDATE INFORMATION IS INCLUDED:

STATE OFFICER CANDIDATE GUIDELINES, APPLICATION STEPS, AND REQUIREMENTS
STATE OFFICER CANDIDATE APPLICATION FORM (2 pages)
RESPONSIBILITY AND QUALIFICATION SIGNATURE SHEET
SAMPLE QUESTIONS AND SITUATIONS
STATE OFFICER CANDIDATE STUDY GUIDE

Advisers and District Consultants, please note: be sure to submit completed State Officer Candidate Application paperwork in a 3-hole theme folder (with pockets and brads), a white label placed in the top right-hand corner. No page protectors allowed. The label must have the candidate's name, adviser's name, district, and the consumer or occupational designation.

Folder should include:

Completed application form (2 pages)

- **One page Resume listing candidate's leadership qualifications, FCCLA contributions and extra- curricular activities. Use 10-12 point font and do not include education, work experience or references.**

Responsibility and Qualifications sheet with required signatures

Three letters of recommendation

PLEASE NOTE: STATE OFFICER CANDIDATES ARE NOT PERMITTED TO PARTICIPATE IN ANY FCCLA STAR OR COLORADO STATE EVENT AT STATE CONFERENCE OR THE FOOD EVENTS COMPETITION.

STATE OFFICER CANDIDATE GUIDELINES, APPLICATION STEPS, AND REQUIREMENTS

A. Colorado State Officer Candidate:

1. Must be a current active member of a local chapter or be a prospective member of FCCLA occupational submitting a promissory commitment to become an active member.
2. Must be a current freshman, sophomore or junior.
3. Must currently have and maintain an academic 2.5 GPA or better based on the last grading period.
4. Must have demonstrated a leadership role at the local, district or community level (leadership role – chairperson of a committee, officer of a class organization, at work or in the community).
5. Must display basic knowledge about the career and technical student organization of FCCLA/Consumer and Family Studies (a written exam will be required at the District Winter Conference).
6. Must not be running for State Office in any other Career and Technical Student organization.
7. Must secure support from parent(s), local adviser, school administrator, and District Consultant.

STEP ONE

Complete the following necessary paperwork in this order and submit it to District Consultant by established postmark date:

1. A State Officer Candidate Application Form and one-page resume. Attach wallet-size photo to upper right-hand corner.
2. Responsibility and Qualifications Signature Sheet with all required signatures.
3. Three LETTERS OF RECOMMENDATION (one must be from FCCLA Chapter Adviser).

Note: This paperwork must be submitted and secured in a three-hole theme folder (with pockets and brads) with a white label placed in the top right-hand corner. The label must have candidate's name, adviser's name, district name, and consumer or occupational division designated. No page protectors allowed.

STEP TWO

At District's Winter Conference or designated time and location, candidates will be interviewed and screened by an Interviewing Panel and be required to complete:

1. One-minute introduction of self to attendees using a prop.
2. Individual presentation to Panel as required at State Conference.
3. Recite the FCCLA Creed.
4. Take the FCCLA Knowledge Exam and written assignment and score at least 80 percent in order to continue. For the written assignment, candidates may bring whiteout, additional paper and a dictionary.

This assignment will be evaluated on the following points:

- a. Neat and legible
- b. Covers pertinent information
- c. Clearly written
- d. Spelling
- e. Correct English grammar and style
- f. Businesslike

STEP THREE

Will receive official notification of candidacy to go on to the state interview by March 1.

STEP FOUR

Candidates selected to go on to the state interview will proceed through the interview process at the State Leadership Conference and complete:

1. Student Officer Candidate and Interview Panel Orientation

At the State Leadership Conference, Officer Candidates and Interview Panelists will meet to go over logistics for the officer selection procedure. This is an information-only meeting and is not part of the selection process.

2. Introduction to Conference Delegation (Prop Speech)

Candidates will introduce themselves to the entire delegation. The introduction will be a one-minute presentation with a prop. The subject will be free choice of the candidate. If speeches run beyond one minute, points will be deducted but candidates will be allowed to finish.

The evaluation will be based on:

Preparedness

Creativity

Volume and clarity

3. Interview with State Panel – time will be assigned at orientation and will include:

a. Memorization of Creed

- State Officer Candidates will be required to recite the Creed. Candidates will be evaluated on how well they have the Creed memorized and if they speak clearly and not too fast.

b. Individual Presentation

- Organize a short talk about yourself covering the topics below (two minutes minimum, three minutes maximum). Points will be deducted if not within required time limit. This speech should be memorized. Note cards will be allowed, but points may be deducted. Topics to include in the presentation (in any order):
 - a. The contributions you have made to FCCLA and what you think you can contribute to the Colorado Association as a State Officer.
 - b. Relate why you would like to become a State FCCLA Officer.
 - c. Describe your participation in your chapter FCCLA activities and other school or community organizations.
 - d. Review your qualifications for a State Office.

c. Oral Interview

- Candidates will be asked questions and may be asked to give solutions to situations.

NOTE: One interview question will address basic knowledge of Parliamentary Procedure.

d. Group Participation

- Candidates will be assigned to a group of three (3) or four (4) to develop a team presentation.
- Candidates will be assigned to a whole group presentation/task.

Dress Code for State Officer Candidates:

- Officer candidates are to look professional throughout the entire conference unless otherwise stated.
- During both the prop speech on stage and the interview, only business attire will be allowed, no costumes of any sort will be acceptable.
- Business attire is classified as a business suit with slacks or skirt, jacket/blazer is required or a dress. Exceptions will be made for male candidates who wear a dress shirt, tie and slacks without a jacket/blazer.
- When white shirts or slacks are worn, skin tone undergarments should be worn underneath.
- For "Officer Reflections" casual attire is okay, i.e., jeans and t-shirt.
- For installation, candidates should wear a semi-formal dress or an appropriate business dress. Dresses should not be low cut, have spaghetti straps, have extreme slits or be backless. Dress slacks plus a nice shirt and tie is acceptable for males.
- Males should have no earrings. Girls are allowed one small earring in each lobe, no jewelry is allowed in additional piercings. All other jewelry (i.e., bracelets or necklaces) should be tactful and kept to a minimum.
- Nail polish should be neutral colors only. (i.e., brown or light pink)

NOTE: CANDIDATES MAY BE DISQUALIFIED FOR:

Being late to any Officer Candidate Meeting may result in immediate disqualification. Candidates must be aware from the onset that promptness is important!

Violation of Policies and Disciplinary Procedures.

STEP FIVE

New State Officers are announced at the State Leadership Conference and these officers must attend the Installation Ceremony at the Awards Session.

Note: If a student is elected as a State Officer, as a member of the Executive Council, he or she is required to attend the following:

1. State Officer Orientation – May or early June – 1-2 days.
2. Summer Executive Council Planning Meeting – 1-2 days. (usually June)
3. Summer CTSO Leadership Training – 3 days. (usually June)
4. Leadership Training Conference – July/August and/or September/October – 4-5 days (if two sessions are held it is preferred that officer would attend both, but one is required).
5. One "home" District Conference is required.
6. Fall Executive Council Meeting – 2 days, usually late October/early November.
7. Script writing – January/February, 1 day (not all officers are involved).
8. Legislative Day – February, as requested.
9. Annual State Leadership Conference – April – 5 days.
10. OPTIONAL – National Leadership Meeting. This activity is held during July (approximate time, one week).
11. Cluster Meeting required when in state, optional when out-of-state – November, 3 days.

State Officer financial responsibilities to be assumed by:

1. State Association:
 - a. Reasonable expenses for room and meals while attending state-required meetings.
 - b. Transportation expenses to and from required meetings.
 - c. Expenses for personal use will not be approved.
2. Chapters:
 - a. Chapters and/or districts inviting State Officers to appear on programs may be responsible for any expenses incurred for travel, room and/or meals.
 - b. Two chapter visits per officer will be covered by the State Association.
3. Individual:
 - a. Officers are responsible for purchase of their individual uniforms. The following are approximate costs:

FEMALES:

Blazer – may require \$25 deposit
Skirt – Black \$50
White blouses (2) - \$25 each
Black shoes (pumps)

MALES:

Blazer - \$25 deposit
Slacks - \$40
White shirts – (2) \$20 each
Black dress shoes
Black socks

- b. Each officer will assume expenses for the National Leadership Meeting and Cluster Meeting (when not in Colorado.)

Attach

wallet-size photo



STATE OFFICER CANDIDATE APPLICATION FORM

Colorado Association of Family, Career and Community Leaders of America

COMPREHENSIVE OCCUPATIONAL DATE _____

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. The candidate must currently be a freshman, sophomore or junior. **MUST BE TYPED.**

Name: _____ Age: _____

Home Address: _____
Street City Zip

Chapter/School: _____ FCCLA District: _____

School Address: _____
Street City Zip

Student Home Phone: _____ Student Cell Phone: _____

Student Email Address: _____

Present Grade In School: _____

Adviser Name: _____

School Phone: _____ Adviser Home Phone: _____

Adviser Cell Phone: _____

SCHOLASTIC ACHIEVEMENT: Grade Point Average: _____

Official Signature or Stamp _____
Counselor or Registrar Signature

Please attach a **resume** that lists your leadership qualifications, FCCLA contributions and extra curricular activities. Use 10-12 point font and limit resume to 1 page. You do not need to include education, work experience or references.

State Officer Candidate _____

List from 1 – 13 your order of preference of office, with 1 being your first choice.

- | | |
|----|-----|
| 1. | 8. |
| 2. | 9. |
| 3. | 10. |
| 4. | 11. |
| 5. | 12. |
| 6. | 13. |
| 7. | |

President - Shall be chairperson of the FCCLA State Officer Team, and shall appoint special committees, with the advice and consent of the CTSO Specialist, and shall be an ex-officio member of all committees. Shall preside at State FCCLA meetings, FCCLA Officer Team meetings and at Executive Council meetings, as designated by the CTSO Specialist. Shall contact the State Office one week prior to meetings to review agenda items and specific responsibilities.

First Vice President – Shall perform the duties of the President during the absence or disability or on the request of the President. Shall receive mid-year reports and final reports for the State Officer projects and prepare a summary sheet for the set of reports to be given at the Fall Planning Meeting and the State FCCLA Leadership Conference. Shall serve as Chairperson of the Bylaws Committee.

Second Vice President – Shall assist the President, represent Colorado at the National Leadership Meeting as a voting delegate, promote membership in the National FCCLA Alumni and Associates Association and keep a record of the current Colorado Alumni and Associates, and shall assume the duties of any office other than President in the event of a resignation.

Secretary – Shall take and prepare minutes of all Executive Council meetings and all official meetings; turn in rough draft of these minutes to State Office no later than two weeks after said meeting. At the end of the term of office, the Secretary shall be responsible for collecting copies of the minutes, financial reports, and other materials deemed necessary for historical purposes.

Vice President of Events - Shall promote participation in STAR and State Events, work with the state coordinator of these events; provide input into revision of these events and attend meetings regarding these events. Shall also serve as a host/hostess at the State Leadership Conference. Shall serve as Chairperson of the STAR and State Events Committee. NOTE: It is recommended that the VP of Events have participated in a STAR Event at the State Level or beyond.

Vice President of Finance - Shall keep a close communication with the State Office concerning financial records, report the financial status of the organization at all meetings, and attend the audit committee meeting. Shall keep financial records for historical purposes and promote any national financial program.

Vice President of Membership - Shall promote membership and report at all Executive Council meetings and to the national level on the status of the state's membership, promote national membership program and may serve as a voting delegate at the National Leadership Meeting. Shall also serve as National Committee Member at the National Leadership Meeting. Shall serve as Chairperson of the Chapter Handbook Committee.

Vice President of Peer Education - Shall provide leadership in planning and implementing the organization's peer education programs and training throughout the state.

Vice President of Programs - Shall serve as liaison between the Colorado State organization and the National Organization to promote national programs and projects as established by the National Office.

Vice President of Public Relations - Shall promote the Colorado Association and its Program of Work, prepare news releases relating to conferences and organize any necessary media presentations for the State Leadership Conference. Shall serve as media relations resource for chapters.

Vice President of Publications - Shall prepare the issues of the *Colorado Comments* and submit articles to *Teen Times*, assist in preparation of the state publications and request a summary from districts of activities to be reported on at the State Executive Council meetings.

Vice President of Recognition - Shall serve as a member of the screening committee for State Recognition Awards and Corporate Sponsor Recognition, recommend revisions for procedures, and assist with the recognition of national programs.

State Representative(s) - Shall act as a liaison from their respective district(s) and assist the State Officer Team with all of their duties.

COLORADO FCCLA STATE OFFICER CANDIDATE RESPONSIBILITY AND QUALIFICATION SIGNATURE SHEET

STUDENT: If elected, I agree that FCCLA will be my number one priority and I know it is my responsibility to perform to my very utmost and to place this obligation above school activities, keeping in mind that I must maintain a satisfactory scholastic average. It is my responsibility to attend all required meetings. In the event that I graduate prior to completing my term in office, I agree to put forth every effort to fulfill my duties of this office. I have also read and understand the Colorado FCCLA Bylaws and the Policies and Disciplinary Procedures for Colorado FCCLA State Officers. I also understand that the information that I have submitted will be shared with the State and District Interviewing Panels.

Applicant Signature

Date

PARENT(S): Your son or daughter is applying for State Officer consideration. It is an honor and a great responsibility for a student to be an FCCLA State Officer. This will require your support financially, emotionally, physically, and in general, total parental backing.

Yes, I/we am/are willing to accept these responsibilities and support my/our son or daughter for a State Office. I have read and understand the Colorado FCCLA Bylaws and the policies and disciplinary procedures for FCCLA State Officers. I/we also understand that the information my daughter or son has submitted will be shared with the state and District Interviewing Panels.

Parent(s) Signature(s)

Date

ADVISERS: Your signature is verification of the qualifications of this candidate. Your assistance is required in completing all duties assigned to your State Officer during her/his term of office.

Yes, I am willing to accept the responsibilities of a Local Adviser to a State Officer and will give my total support to the student during her/his term of office, **including monitoring grade eligibility prior to required meetings**. I have read and understand the Colorado FCCLA Bylaws and the Policies and Disciplinary Procedures for FCCLA State Officers.

Local Adviser Signature

Date

SCHOOL ADMINISTRATOR: Your signature is verification of the qualifications of this candidate and of your continued support of this student during her/his term of office, I HAVE READ AND UNDERSTAND THE COLORADO FCCLA BYLAWS AND THE POLICIES AND DISCIPLINARY PROCEDURES FOR FCCLA STATE OFFICERS.

School Administrator Signature

Date

DISTRICT CONSULTANT: Your signature is verification of this candidate and that all State Officer selection procedures have been followed. I HAVE READ AND UNDERSTAND THE COLORADO FCCLA BYLAWS AND THE POLICIES AND DISCIPLINARY PROCEDURES FOR FCCLA STATE OFFICERS.

District Consultant Signature

Date

SAMPLE QUESTIONS AND SITUATIONS

QUESTIONS:

1. What is the most positive thing you have done this year that has helped you become a better leader?
2. What do you feel a motive is? What are your three motives for running for an office?
3. When does a leader become a follower?
4. What future career would skills learned from being a State Officer be helpful for?
5. If someone told you he/she thought FCCLA was a total waste of time, how would you respond?
6. If you could do anything in the world that you have not done and would like to do, what would it be?
7. What kind of work do you anticipate that you will have to do as a State Officer?
8. How could you involve your chapter in a worthwhile community project?
9. What project would you do in your local chapter to promote FCCLA membership?
10. What was the hardest task you had to do in being a candidate for State Office?
11. How would you get more people to join FCCLA?
12. What will be your greatest strength as part of the State Officer Team?
13. Thinking of a person who has influenced you in a positive way, how has this experience helped you to develop your leadership skills?
14. How did you prepare for your interview to become an officer: application, district, and now at the state level?
15. How are your parents supporting you in this endeavor?
16. Define conflict and give us your impressions of whether and/or when conflict is healthy?
17. Why do you want to become a State Officer?
18. If you could have dinner with any three people, who would they be?
19. Use three words to describe yourself. If your friend was here, what three words would she/he use to describe you and why?

SITUATIONS:

1. As a State Officer, what new goals would you have for the upcoming year?
2. If you could be anyone for a day, who would you be and why?
3. If you could travel anywhere, where would you go and why?
4. If you sat next to the Governor of Colorado or a member of the Colorado State Board of Education, what would you tell him or her about Career and Technical Student Organizations and FCCLA?
5. If you got on an elevator with the President of the United States and you have 60 seconds to lobby for funding for FCCLA and other Career and Technical Student Organizations, what would you say?
6. You have been asked to help with a project that is not of interest to you. How would you handle this situation?
7. You were the FCCLA Chapter President and some of your members were dropping out. How would you handle this?
8. You have come upon members drinking at a conference. What would you do?
9. Describe a difficult FCCLA situation in which you've been involved and tell how you resolved it?
10. You overhear people talking about FCCLA saying "that's a club for cooking and sewing." How would you resolve this?
11. Your FCCLA Chapter wants to have a chapter function and the adviser can't be there. How would you handle this?

STATE OFFICER CANDIDATE AND INTERVIEW PANEL STUDY GUIDE FOR KNOWLEDGE EXAM

Nationally, there are four FCCLA regions. Colorado is part of the **Pacific** FCCLA region.

There are 12 geographic FCCLA districts in Colorado. Which are you from?

The national organization was founded in 1945 at a convention in Chicago as Future Homemakers of America, also known as FHA. The name of the organization changed from FHA/HERO to Family, Career and Community Leaders of America or FCCLA in July 1999.

The FCCLA mission is to promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through:

Creative and Critical Thinking

Interpersonal Communication

Practical Knowledge

Career Preparation

Character Development

An FCCLA member must be currently enrolled or have been enrolled in a Family and Consumer Sciences course.

FCCLA makes an important difference in the lives of youth and their families, schools, workplaces and communities. Today there are nearly 225,000 FCCLA members. The focus of “Be a Part of It!” is FCCLA’s most precious commodity, MEMBERS. The 3 R’s of membership are:

Recruiting members Retaining members Recognizing members

The **Motto** for Family, Career and Community Leaders of America (FCCLA) is “Toward New Horizons.” FCCLA is a nonprofit, national career and technical student organization for young men and women in Family and Consumer Sciences education in public and private schools through grade 12. It is a dynamic and effective national student organization with a central focus on the family that helps its members become strong leaders in their families, careers and communities.

The FCCLA flower is the red rose and the colors are RED and WHITE. Red suggests strength, courage and determination—personal qualities leading to happiness through a positive self-image. White symbolizes the sincerity of purpose and integrity of action—qualities that will help individuals build a better tomorrow.

The FCCLA pin is worn over the heart.

Study the current State Officer Team information located on the website: www.fccla.cccs.edu and in the bylaws study the offices and their duties. The offices include: President, First Vice President, Second Vice President, Secretary, Vice President of Events, Vice President of Finance, Vice President of Membership, Vice President of Peer Education, Vice President of Programs, Vice President of Public Relations, Vice President of Publications, Vice President of Recognition, State Representative, Occupational/ Comprehensive Programs Representative, and Senior Officer. These offices and the duties of them are also included on the Candidate Application Form. **Familiarize yourself with the offices and duties.**

Know where and when both the Colorado State and the National Leadership Conferences will be held.

FCCLA has eight purposes. Be sure to know these purposes. They can be found in the Chapter Handbook, the Colorado Bylaws, and on the Colorado website www.fccla.cccs.edu About Us page.

The national publication is **Teen Times**, it is published four times per year—in September, November, January and March.

There are two editions of the Colorado FCCLA Newsletter, **Colorado Comments**, Fall and Winter

FCCLA is a Career and Technical Student Organization (CTSO). Other CTSOs include:

- 1) FFA
- 2) FBLA (Future Business Leaders of America)
- 3) DECA

4) HOSA (Health Occupations Students of America)

5) SkillsUSA

6) TSA (Technology Students Association)

STAR events are national competitive events in which members are recognized for proficiency and achievement in chapter and individual projects, leadership skills and occupational preparation. STAR stands for Students Taking Action with Recognition. Be sure to know how many events there are and the newest events. Be able to name and describe at least five STAR Events.

Know the names of the Colorado State Events – these can be found on the Colorado FCCLA website, Advisers' Corner page and in the Colorado Events Guidelines Handbook.

Members affiliate on the national level as Occupational or Comprehensive members. Their category is determined by their current or previous enrollment in Family and Consumer Sciences coursework.

The FCCLA National Headquarters is located in Reston, Virginia.

There are a variety of national programs. Review the information included in this Study Guide and become familiar with the following:

Career Connection

Community Service

Families First

FACTS

Japanese Exchange

Leaders at Work

Power of One

STOP the Violence

Financial Fitness

Student Body

Be familiar with the State Officer Requirements listed in the Student Candidate Information.

Each year, the State Leadership Team develops a Program of Work (POW) and outlines goals for the year. Know the theme and areas of emphasis for the current POW.

Robert's Rules of Order, Newly Revised is the authority in all questions of parliamentary procedure.

Parliamentary procedure empowers all members and helps ensure more smoothly run meetings. The use of simple parliamentary procedure results in successful business meetings: everyone has an opportunity to voice opinions and vote, business gets done and the meetings are not long, boring and non-productive. Meetings should follow this format:

Call to Order

Reading of Minutes

Treasurer's Report

Committee Reports

Unfinished Business

New Business

Adjournment

Study and become familiar with the Parliamentary Procedure information in this packet. Know how to make a motion. In order to make a motion, you must address it in the form of "I move that..." or "I move to..."

The FCCLA five-step planning process is the management tool to help members and advisers plan individual, group and chapter projects and activities. You may be asked to problem solve using this procedure. You should be able to list and describe the steps of the Planning Process:

Identify concerns

Set a goal

Form a plan

ACT (take action)

Follow up

Become familiar with the block format of a business letter.

Practice answering situational questions like those below.

Review all current issues facing Colorado FCCLA, such as bylaws updates, membership issues, etc. Talk with your adviser or call a current State Officer to get a better understanding.

Situational Questions:

1. As a State Officer, what new goals would you have for the upcoming year?
2. If you could travel anywhere, where would you go and why?
3. If you sat next to the Governor of Colorado or a member of the Colorado State Board of Education, what would you tell him or her about Career and Technical Student Organizations and FCCLA?
4. If you got on an elevator with the President of the United States and you have 60 seconds to lobby for funding for FCCLA and other Career and Technical Student Organizations, what would you say?
5. You have been asked to help with a project that is not of interest to you. How would you handle this situation?
6. You were the FCCLA Chapter President and some of your members were dropping out. How would you handle this?
7. Describe a difficult FCCLA situation in which you've been involved and tell how you resolved it?

Resources:

FCCLA national website - www.fcclainc.org

Colorado FCCLA website: www.fccla.cccs.edu

Colorado FCCLA By-Laws (can be found on the website – Advisers' page)

Colorado FCCLA Chapter Handbook (can be found on the website – Advisers' page)

FCCLA At A Glance (check with Chapter Adviser)

Events

STAR Events currently include the following events:

Applied Technology—an *individual or team event*, recognizes participants who develop a project using *technology* that addresses a concern related to Family and Consumer Sciences and/or related occupations and integrates and applies *content* from academic subjects.

Career Investigation—an *individual event*, recognizes participants for their ability to perform self-assessments, research and explore a career, set career goals, create a plan for achieving goals, and describe the relationship of Family and Consumer Sciences coursework to the selected career.

Chapter Service Project—a *team event*, recognizes chapters that develop and implement an *in-depth service project* that makes a worthwhile contribution to *families*, schools, and *communities*. Students must use Family and Consumer Sciences content and skills to address and take action on a *community* need.

Chapter Showcase—a *team event*, recognizes chapters that develop and implement a well-balanced program of work and promote FCCLA and Family and Consumer Sciences and/or related occupations and skills to the *community*.

Culinary Arts—a *team event*, recognizes participants enrolled in *occupational* culinary arts/food service training programs for their ability to work as members of a team to produce a quality meal using industrial culinary arts/food service techniques and equipment.

Early Childhood—an *individual event*, recognizes participants who demonstrate their ability to use knowledge and skills gained from their enrollment in an *occupational* early childhood program. Participants must prepare a *portfolio* and a resource container. On site, participants must plan and present to evaluators an activity related to the theme in response to a case study provided during the event and an oral presentation describing the activity.

Entrepreneurship—an *individual or team event*, recognizes participants who develop a plan for a small business using Family and Consumer Sciences skills and *sound business practices*. Participants are evaluated on the business plan and an oral presentation and are not required to have implemented the plan. The business must relate to an area of Family and Consumer Sciences education or related occupations.

Environmental Ambassador—an *individual or team event*, recognizes participants who address environmental issues that adversely impact human health and well-being and who actively empower others to get involved. Participants will research one of the five current topics, investigate areas where they can make a difference, develop and carry out a stewardship project for their home, school, or community, and educate others in their school or community about the problems, effects, and solutions regarding the environmental concern.

Fashion Construction—an *individual event* that recognizes participants who apply fashion construction skills learned in Family and Consumer Science courses to create a *display* using samples of their skills.

Fashion Design—an *individual event*, recognizes participants who apply fashion design skills learned in Family and Consumer Sciences courses to design and market clothing styles. Participants will develop a clothing label, research the intended audience, and design the label's first 6-piece collection. Students will exhibit knowledge of all the aspects that surround design, including design basics, fabric choice, and pricing.

Focus on Children—an *individual or team event*, recognizes participants who use Family and Consumer Sciences skills to plan and conduct a child development project that has a positive impact on children and the *community*.

Food Innovations—an *individual* or *team event*, recognizes participants who create, test, and develop a marketing strategy for an original *prototype formula* which fits into the annual food product scenario as identified by national FCCLA. Participants will demonstrate their knowledge of food science, nutrition, food preparation safety, and product marketing.

Hospitality—an *individual* or *team event*, recognizes participants who demonstrate their ability to use knowledge and skills gained from their enrollment in a hospitality program. Participants must prepare a *portfolio* showing evidence of research and development in the area of guidelines for customer service/customer relations, an oral presentation describing the project in detail, and a response to a case study related to customer service/customer relations in the hospitality career pathway of their choice.

Illustrated Talk—an *individual* or *team event*, recognizes participants who make an oral presentation about issues concerning Family and Consumer Sciences and/or related occupations. Participants use *visuals* to illustrate the presentation.

Interior Design—an *individual* or *team event* that recognizes participants who apply interior design skills learned in Family and Consumer Sciences courses to design interiors that meet the living space needs of clients.

Interpersonal Communications—an *individual* or *team event*, recognizes participants who use Family and Consumer Sciences and/or related occupation skills and apply communication techniques to develop a project designed to strengthen communication in a chosen category: *community, employment, relationships, family, peer groups*, or school groups.

Job Interview—an *individual event*, recognizes participants who use Family and Consumer Sciences and/or related occupation's skills to develop a *portfolio*, participate in an interview, and communicate a personal understanding of job requirements.

Life Event Planning—an *individual* or *team event* that recognizes participants who apply skills learned in Family and Consumer Sciences courses to manage the costs of an event.

National Programs in Action—an *individual* or *team event*, recognizes participants who explain how the *Planning Process* was used to plan and implement a national program project.

Parliamentary Procedure—a *team event*, recognizes chapters that develop a working knowledge of parliamentary law and the ability to conduct an FCCLA business meeting.

Promote and Publicize FCCLA!—an *individual* or *team event*, recognizes participants who use communications skills and techniques to educate their schools and communities about FCCLA with the intention of growing chapters and strengthening Family and Consumer Sciences and FCCLA programs.

Recycle and Redesign—an *individual event*, recognizes participants who select a used fashion or home apparel item to recycle into a new product.

Teach and Train—an *individual event*, recognizes participants for their exploration of the education and training fields through research and hands-on experience.

FCCLA National Programs that can be used for STAR Events Projects



Dynamic Leadership This program helps build strong leaders through FCCLA and Family and Consumer Sciences education. Dynamic Leadership provides information, activities, and project ideas to help young people learn about leadership; recognize the lifelong benefits of leadership skills; practice leadership skills through FCCLA involvement; and become strong leaders for *families*, *careers*, and *communities*. ***Dynamic Leadership interacts with other National Programs.***



Career Connection Career Connection demonstrates how Family and Consumer Sciences education and FCCLA prepare students for careers. The program focuses on the relationships among careers, *families*, and *communities*; provides an ongoing process that students can use to explore and prepare for career success now and in the future; and pulls together students' career-related experiences through fun, hands-on projects.



Leaders at Work Leaders at Work motivates students to realistically explore career options. Through on-the-job leadership experiences, students develop transferable skills. These skills contribute to success across a broad range of career fields. Each participant may apply to be recognized as an Outstanding Leader in one of the targeted career fields. They are eligible to apply for special Leaders at Work scholarships, and they earn an impressive accomplishment to add to their resumes.



Community Service The FCCLA Community Service Program guides students to develop, plan, carry out, and evaluate projects that improve the quality of life in their *communities*. Through their projects, members experience character development and improve their *critical* and *creative thinking*, interpersonal communication, practical knowledge, and career preparation.



FACTS—Families Acting for Community Traffic Safety Basic safety attitudes are formed early in life. Parents teach children powerful lessons—many of them through example. When parents wear safety belts and bicycle helmets, children learn to do so too. Children learn their attitudes about drinking and driving in the *family* as well. And when you think about it, traffic crashes affect *families* and *communities*. Traffic crashes are the number one cause of death for children and youth. This *peer* education program addresses sober driving, seat belt use, and safe driving habits.



Families First Through the Families First *peer* education program, young people learn to be strong *family* members. In the process, they improve *families'* abilities to nurture socially, emotionally, mentally, and physically strong, healthy individuals. These are the types of leaders America needs to address the challenges it faces today and tomorrow. Strong *families* mean stronger *communities* for all of us.



Japanese Exchange Family, Career and Community Leaders of America and Kikkoman Corporation provide scholarships for a summer program in Japan funded by the Kikkoman Corporation. It is sponsored in conjunction with Family, Career and Community Leaders of America and Future Homemakers of Japan (FHJ). Youth for Understanding awards FCCLA members full scholarships worth over \$4,000 each and two FHJ members full scholarships to experience another culture. These scholarships are available only to FCCLA members.



Financial Fitness Financial Fitness is an FCCLA national *peer* education program that involves teens teaching teens how to make, save, and spend money wisely. American teenagers make and spend a tremendous amount of money. Financial Fitness helps teens use their money to get what they want and need.



Power of One Power of One is a self-directed program. Members set their own goals, work to achieve them, and see the results. The skills members learn in Power of One will help them in school, with friends and *family*, and in their future at college and/or on the job. Power of One units include A Better You, Family Ties, Working on Working, Take the Lead, and Speak Out for FCCLA.



STOP the Violence—Students Taking On Prevention STOP the Violence is a *peer-to-peer* outreach initiative that empowers young people to recognize, report, and reduce the potential for youth violence in their schools and *communities*. Through the program, FCCLA members use *peer* education to empower students with attitudes, skills, and resources to make their schools safer.



Student Body Student Body uses *peer* education to help youth learn to make informed, responsible decisions about their health. The teen years are an ideal time to establish lifetime health attitudes and habits. Student Body gives teens the facts and incentives they need to eat right, be fit, and make healthy choices.

Parliamentary Procedure: Basic Principles

- **Courtesy and justice for all**
- **One item of business at a time**
- **The minority must be heard**
- **The majority must prevail**

Parliamentary Procedure: Eight Steps to Action

A member -

1. Rises and asks to speak.
2. Waits for the chair's "recognition," or permission to speak.
3. Makes a motion to bring an idea before the group for consideration by saying "I move that..." or "I move to..."

Another member –

4. Seconds the motion by saying, "I second" or "I second the motion."

Chair –

5. States the motion.
6. Calls for discussion.
7. Takes the vote.
8. States the result.

Basic Vocabulary for Parliamentary Procedure

Acclamation—an oral or voice vote

Affirmative—"for" or "yes" vote

Adjourn—to end the meeting

Agenda—order of business for the meeting

Amendment—a change in or addition to the main motion; amendments can also be amended once

Chair, Chairman, Chairperson—person presiding at a meeting

Debate—discussion for or against the motion

Division (or Division of the House)—when a member disagrees with a voice vote and calls for a counted vote; does not require a second

Gavel—a tool for calling the meeting to order

General (or Unanimous) Consent—if there are no objections, passing a motion without debate or vote

Majority—over half of the votes cast; sometimes called simple majority, which is 50 percent plus 1

Methods of Voting—*Voice votes*: aye and no, general consent; *Roll call*: raising hand or standing; *Ballot*: secret ballot, usually written or recorded by voting machine

Minority—the smaller number; less than 50 percent

Minutes—written record of a meeting

Main Motion—an idea brought before the group for consideration; should be stated—"I move that..." or "I move to..."; must be acted on

Parliamentarian—one who has knowledge of parliamentary procedure and is skilled in its practice

Pending—has not been voted on; is still "on the floor"

Plurality—a larger vote than for any other candidate but not more than half the total votes cast; never elects unless a special rule has been made to that effect

Point of Information—to ask for clarification

Point of Order—to correct a breach of order or error in procedure

Postpone—puts off a motion until some future time

Previous Question—a call to end discussion and vote on the motion; a second is required

Putting the Question—when chair takes vote for and against a motion and announces the results

Quorum—minimum number of members that must be present to conduct the business of the meeting; usually a simple majority unless otherwise specified in the bylaws

Second—means another member supports motion

Stating the Question—chair restates the exact motion after the second and indicates it is open for debate

STATE OFFICER CANDIDATE INTERVIEWING PANEL SAMPLE QUESTIONNAIRE AND RATING SHEET

Colorado FCCLA Association

Name of Candidate: _____

District: _____ Grade _____

Office preference: 1st _____ Scholarship Achievement

 2nd _____ Policies & Disciplinary

 3rd _____ Verification

 4th _____

Office not preferred: _____

Indicate by marking the appropriate rating for each criteria statement	(5) Excellent	(4) Good	(3) Average	(2) Fair	(1) Needs Improvement
	Points	Comments			
I. General Session Introduction-10 points <ul style="list-style-type: none"> • Speaks clearly and loudly • Prepared, memorized, creative • Between 45 seconds and 1 minute 		PROP SPEECH TIME: PROP:			
II. Application and Resume(must be typed)-15 points <ul style="list-style-type: none"> • Neatness • Complete • Writing skills (Correct grammar, spelling) • Quality of answers • Support materials/recommendations • Leadership role(s) 					
III. Individual Presentation-20 points <ul style="list-style-type: none"> • Speaks clearly (not too fast) • Presentation organized (not confusing and prepared) • Presentation covers all points • Presented in given time span • Creativity • Memorization of Creed 					

Indicate by marking the appropriate rating for each criteria statement	(5) Excellent	(4) Good	(3) Average	(2) Fair	(1) Needs Improvement
IV. Oral Interview-20 points <ul style="list-style-type: none"> • Ability to serve if elected • Leadership skills • Friendly, enthusiastic • Poise (attitude, self-confidence) • Communication skills 					
V. Small group presentation-10 points <ul style="list-style-type: none"> • Teamwork and cooperation • Participation • Leadership qualities 					
VI. Large group presentation-15 points <ul style="list-style-type: none"> • Assertiveness/initiative • Teamwork and cooperation • Participation/body language • Listening and feedback • Clarity and ability to express one's self on individual question 					
VII. Appearance-10 points <ul style="list-style-type: none"> • Grooming/neatness/appropriate dress • Poise/posture/courteous • Punctual (disqualified if late) 					

Panel Member: _____ Score: _____

GENERAL COMMENTS:

STUDENT CANDIDATES DO NOT RECEIVE THESE BACK SO WRITE ANYTHING AND EVERYTHING ON THEM TO HELP YOU RECALL THAT CANDIDATE! USE THE BACK IF NECESSARY.
You may write a Post-It note to each candidate and insert in his or her application.