

## **SECTION 9 - STATE OFFICER SELECTION PROCEDURE**



# STATE OFFICER SELECTION PROCEDURE

- DISTRICT CONSULTANT INFORMATION
  - GUIDELINES/CHECKLIST
  - STATE OFFICER NOMINATION FORM
  - STUDENT STATE INTERVIEW PANELIST FORM – Exam and Study Guide will be mailed out
  - KNOWLEDGE EXAM - **TO BE MAILED OUT**
  
- STUDENT CANDIDATE INFORMATION
  - STATE OFFICER CANDIDATE GUIDELINES, APPLICATION STEPS, AND REQUIREMENTS (4 pages – includes additional State Officer Candidate information)
  - STATE OFFICER CANDIDATE APPLICATION FORM
  - RESPONSIBILITY AND QUALIFICATION SIGNATURE SHEET
  - SAMPLE QUESTIONS AND SITUATIONS
  - STATE OFFICER CANDIDATE STUDY GUIDE

## PLEASE NOTE

**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 WILL NOT BE PERMITTED TO PARTICIPATE  
IN ANY FCCLA STAR OR COLORADO STATE EVENT AT STATE  
CONFERENCE.**

# DISTRICT CONSULTANT GUIDELINES/CHECKLIST FOR FCCLA STATE OFFICER SELECTION

Current State Officer Candidate Applications and Study Guides are available on the Colorado Family, Career and Community Leaders of America (FCCLA) website ([www.fccla.cccs.edu](http://www.fccla.cccs.edu)) after December 1.

## DISTRICT CONSULTANT RESPONSIBILITIES

- 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 promise to become a member (Occupational)
  - 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
    - All officer candidates from a district will take the exam at the same time and place
    - The exam may be taken only **one** time
    - Time is to be limited to **one hour**
    - Forward exams 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
  - Communicate to advisers and candidates of their time for interview and exam during the District Winter Conference.

At Winter District Conference, State Officer Candidates 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 nominations 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 nominations 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.
- 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 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 nominations 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 nominations 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

\_\_\_\_\_  
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.

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.**

## STUDENT CANDIDATE INFORMATION

- STATE OFFICER CANDIDATE GUIDELINES, APPLICATION STEPS, AND REQUIREMENTS (4 pages – includes additional State Officer Candidate information)
- STATE OFFICER CANDIDATE APPLICATION FORM (3 pages)
- RESPONSIBILITY AND QUALIFICATION SIGNATURE SHEET
- SAMPLE QUESTIONS AND SITUATIONS
- STATE OFFICER CANDIDATE STUDY GUIDE

Advisers and District Consultants, please note: Please 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 (3 pages)
- Responsibility and qualifications sheet with required signatures
- Three letters of recommendation

**PLEASE NOTE: STATE OFFICER CANDIDATES WILL NOT BE PERMITTED TO PARTICIPATE IN ANY FCCLA STAR OR COLORADO STATE EVENT AT STATE CONFERENCE.**



# 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, and 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 – must complete all parts. 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 the District Winter Conference, 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.
3. Recite the 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:

- a. Preparedness
- b. Creativity
- c. Volume and clarity

#### 2. 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 (not too fast).

##### b. Individual Presentation

- Organize a short talk about yourself covering the topics below (two minutes minimum, maximum of three minutes). Points will be deducted if not within required time limit. This speech should be memorized. Note cards will be allowed, but points will 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 will be asked to give solutions to situations.

##### d. Group Participation

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

##### e. Individual Question

- Each candidate will answer one last question from the interview panel at an assigned time (after all interviews have been completed).

### **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 state 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 with a collar. 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 will 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.

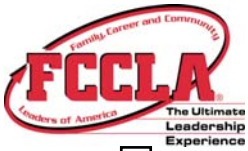
**Note: If a student is elected as a State Officer, as a member of the Executive Council, he/she will be required to attend the following:**

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

**State Officer financial responsibilities to be assumed by:**

1. State Association:
  - a. 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 will 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:

<b>FEMALES:</b> Blazer – may require \$25 deposit Skirt – Black \$50 White blouses (2) - \$25 each Black shoes (pumps)	<b>MALES:</b> Blazer - \$25 deposit Slacks - \$40 White shirts – (2) \$20 each Black dress shoes Black socks
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  - b. Each officer will assume expenses for the National Leadership Meeting and Cluster Meeting.



# 2008 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 No.: \_\_\_\_\_ Present Grade In School: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

School Phone No.: \_\_\_\_\_ Adviser Home Phone No.: \_\_\_\_\_

Adviser Name: \_\_\_\_\_

1. **ACTIVITIES** - please summarize activities and leadership positions:

FCCLA Chapter:

District:

State:

School:

Community:

Employment (if applicable):

2. SCHOLASTIC ACHIEVEMENT: Grade Point Average: \_\_\_\_\_

Official Signature or Stamp \_\_\_\_\_  
Counselor or Registrar Signature

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

- 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, if possible. Shall also serve as a host/hostess at the State Leadership Conference. Shall serve as Chairperson of the STAR and State Events Committee.
- 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 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 a State Officer. This will require your support financially, emotionally, physically, and in general, total parental backing.

Yes, I am willing to accept these responsibilities and support my 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 also understand that the information my daughter or son has submitted will be shared with the state and District Interviewing Panels.

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

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, what would you tell him or her about the FCCLA organization?
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 are President and some of your members are 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. The club wanted to have a chapter function and the adviser couldn't be there. How would you handle this?

## **2008 STATE OFFICER CANDIDATE STUDY GUIDE FOR COLORADO FCCLA KNOWLEDGE EXAM**

- 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 tagline is: The Ultimate Leadership Experience.
- An FCCLA member must be currently enrolled or have been enrolled in a Family and Consumer Sciences course.
- Nationally, there are four FCCLA regions. Colorado is part of the **Pacific** FCCLA region.
- 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
  - Vocational Preparation
  - Character Development
- 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 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 State Officer Team offices and duties at the end of this document. 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. **Familiarize yourself with the duties of these offices, listed below.**
- Know where and when both the Colorado State and the National Leadership Conferences will be held.
- There are 12 geographic FCCLA districts in Colorado. Which are you from?
- FCCLA has eight purposes. They are found in the Chapter Handbook and Colorado Bylaws.

- FCCLA is a Career and Technical Student Organization (CTSO). Other CTSOs include:
  - FFA
  - FBLA (Future Business Leaders of America)
  - DECA
  - HOSA (Health Occupations Students of America)
  - SkillsUSA
- STAR events are 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 any new events.
- The FCCLA National Headquarters is located in Reston, Virginia.
- The national publication is ***Teen Times***, it is published four times per year—in September, November, January and March.
- There are a variety of national programs. Become familiar with the following:
 

Career Connection	Dynamic Leadership
Families First	FACTS
Japanese Exchange	Leadership at Work
Power of One	STOP the Violence
Financial Fitness	Student Body
- Review the State Officer Requirements listed in the Student Candidate Packet. Note:

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

1. State Officer Orientation – May – early June – 1-2 days.
  2. Summer Executive Council Planning Meeting – 1-2 days (set for June 9 – 10, 2008)
  3. Summer CTSO Leadership Training – 3 days (set for June 11 – 13, 2008)
  4. District Officer Leadership Training Conference – July/August/September – 4-5 days (if two are held, one is required. Set for July 30 and September 21-22, 2008).
  5. Fall Executive Council Meeting – 2 days, (set for October 27 – 28, 2008.)
  6. Script writing – January/February, 1- 2 days (not all officers are involved).
  7. Annual State Leadership Conference – April – 5 days.
  8. OPTIONAL – National Leadership Meeting. This activity is held during July (approximate time, 1 week).
  9. Cluster Meeting required when in state, optional when out-of-state –November, 3 days.
- Each year, the State Leadership Team develops a Program of Work (POW) which 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 for questions of parliamentary procedure. Using Parliamentary Procedure is an important way to run FCCLA Meetings. Meetings should follow Roberts Rules in this format:
    - Call to Order
    - Reading of Minutes
    - Treasurer’s Report

- Committee Reports
- Unfinished Business
- New Business
- Adjournment
- 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 (detailed at the end of this document) 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. The basic steps are:
  - Identify concerns
  - Set a goal
  - Form a plan
  - ACT (take action)
  - Follow up
- Become familiar with the format of a business letter. (see attached sample)
- 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.

**Resources:**

- FCCLA national website - [www.fcclainc.org](http://www.fcclainc.org)
- Colorado FCCLA By-Laws
- FCCLA At A Glance
- FCCLA Chapter Handbook
- Colorado FCCLA website: [www.fccla.cccs.edu](http://www.fccla.cccs.edu)

**November 2007 - State Officer Positions and their duties:**

**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, if possible. Shall also serve as a host/hostess at the State Leadership Conference. Shall serve as Chairperson of the STAR and State Events Committee.

**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 and assist the State Officer Team with all of their duties.

**Occupational/Comprehensive Programs Representative(s)** (if needed) – Shall act as liaison for the occupational/comprehensive students if an occupational/comprehensive officer does not exist and will assist the officer team with plans for the conference and with the promotion of the STAR and State Events.

**Senior Officer** (as qualified) – Shall attend the meetings with vote as requested by the State Adviser and in cooperation with the State Adviser, the Senior Officer shall advise and assist the State Officer Team during Executive Council meetings and the State Conference.



## The STAR Events currently include the following:

- ❖ **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. The project integrates and applies content from academic subjects.
- ❖ **Career Investigation**—an individual event, recognizes participants who perform self-assessments, research and explore a career, set career goals, create a plan for achieving goals and present information in a Family and Consumer Sciences or related area.
- ❖ **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 and/or related occupations 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 promotes FCCLA and Family and Consumer Sciences and/or related occupations skills to the community.
- ❖ **Culinary Arts**— a team event, recognizes participants enrolled in occupational food service training programs for their ability to work as members of a team to produce a quality meal using industrial culinary arts 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.
- ❖ **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.
- ❖ **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 content of the presentation.
- ❖ **Interpersonal Communications**—an individual or team event, recognizes participants who use Family and Consumer Sciences and/or related occupations 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 occupations skills to develop a portfolio, participate in an interview and communicate a personal understanding of job requirements.
- ❖ **National Programs in Action**—an individual or team event, recognizes participants who explain how the planning process was used to 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.
- ❖ **NEW STAR EVENTS FOR 2008:**

**Fashion Design** – an individual event that recognizes participants who apply fashion design skills learned in Family and Consumer Sciences courses and create a display using samples of their skills.

**Financial Planning** – is an individual event that recognizes participants who apply skills learned in Family and Consumer Sciences courses to manage the costs of an event.

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

**Recycle and Redesign** – is an individual event that recognizes participants who apply recycling and redesign skills learned in Family and Consumer Sciences courses and create a display using samples of their skills.

## Sample Business Letter Format

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Your address  
Date

Person's name  
Their address

Dear Mr./Ms. -----:

First paragraph – Why are you writing

Second paragraph – Who is FCCLA and details

Third – Thanks and contact information

Sincerely,  
Your signature  
Your name



## THE FCCLA PLANNING PROCESS FOR INDIVIDUAL AND TEAM ACTION

The planning process is a decision-making tool that supports the organization's overall philosophy about youth-centered leadership and personal growth. It can be used to determine group action in a chapter or class or to plan individual projects.



### IDENTIFY CONCERNS

Symbol: The circle represents a continuous flow of ideas and has no beginning or end. As a target, it symbolizes zeroing in on the one idea around which you would like to build a project.

Either you know what concerns you want to tackle or they are still thinking about what they want to do. One way to identify interests and concerns is through brain storming.

Effective brainstormers follow these suggestions—(1) list every idea, (2) don't discuss them, (3) don't judge them, (4) allow repetition and, (5) enjoy silences.

Record everyone's ideas, then look over the list and consider—

- which ideas would work best as longer in-depth projects and which lend themselves to shorter activity plans;
- which ideas interest you the most;
- which ideas need immediate attention and which could be saved for later.

Other ways to get at concerns might include member surveys, questionnaires, discussions, topic investigation or open-ended sentences, such as . . .

“What I need to know about job hunting is . . .”

Once concerns are identified, select those that are most workable and can be related



### SET A GOAL

Symbol: The arrow stands for deciding which direction you will take. It points toward the goal or end result.

Establish a clear mental picture of what needs to be accomplished and make sure it is something that can be achieved and evaluated. You may want to take on one in-depth project or several mini-activities.



### FORM A PLAN

The square represents the coming together of ideas—the who, what, where, when and how of your plan.

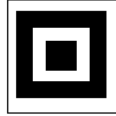
Decide what needs to be done, and figure out the details.

- WHO – will do what, and how will they be recognized?
- WHAT – activity/event will take place?
- WHEN – will it happen, and is the timetable realistic?
- WHERE – will it take place – in class, out of class, other location?
- HOW – will it happen? Possible barriers and alternatives?

- EVALUATION – how will the project be evaluated?

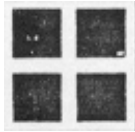
To keep members well informed, distribute copies of the completed project plan and suggest members share it with their families. Also keep faculty, school administrators, local media, and interested people in the community aware of your activities as the plan progresses. List possible barriers you might face and develop plans if necessary.

## ACT



Symbol: The different squares in this symbol represent the activities to be carried out to meet your goal. It represents acting on the plan.

Carry out the plan. Use available resources, and don't be afraid to try something new. Evaluate along the way. If the plan isn't working, try something else. Mistakes are part of tackling the unknown. All projects, no matter how well-planned their activities or how involved their members, will experience both successes and failures.



## FOLLOW UP

Symbol: The broken squares suggest examining the project piece by piece. This symbol also represents a "window" through which to review and evaluate the plan.

Through continuous evaluation, you will know if your plan is on target or if new plans are needed. What worked? What didn't work? Learn from failures as well as successes

Look back at what was done –

- What happened because of involvement?
- What was learned?
- What would members do differently next time?
- What would they do again?
- How could resources be used more effectively?
- What was accomplished?

If the project doesn't succeed, discussing the problems can help relieve frustrations and pave the way for future successes.

Follow up also includes recognition.

Colorado State Association of FCCLA  
State Officer Interview Panel Member  
2007 – 08 Study Guide

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

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
- Vocational Preparation
- Character Development

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 Member QUEST is FCCLA's most precious commodity, MEMBERS. The 3 R's of membership are:

- Recruiting members
- Retaining members
- Recognizing members

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.

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

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

Know the eight FCCLA purposes. They are found in the chapter handbook and Colorado bylaws.

FCCLA is a Career and Technical Student Organization, integrated with Family and Consumer Sciences classes. Other CTSOs include:

- FFA
- FBLA
- DECA
- HOSA
- SkillsUSA

Review the current STAR Events Manual. STAR events are 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, any new events, and the events for occupational students only.

Occupational members are currently enrolled in a wage earning program.

Consumer/Comprehensive members are currently enrolled in consumer and family studies program.

The FCCLA National Headquarters is located in Reston, Virginia

The national publication is Teen Times; it is published four times a year-in September, November, January and March.

There are a variety of national programs. Become familiar with the following:

Career Connection	Dynamic Leadership
Families First	FACTS
Japanese Exchange	Leaders at Work
Power of One	STOP the Violence
Financial Fitness	Student Body

Each year, the state leadership team develops and Program of Work (POW) and outlines goals for the year.

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

Meeting should follow this format:

- Call to Order
- Reading of Minutes
- Treasurer's Report
- Committee Reports
- Unfinished Business
- New Business
- Adjournment

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. Familiarize yourself with the five steps.

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.



# STATE OFFICER CANDIDATE INTERVIEWING PANEL SAMPLE QUESTIONNAIRE AND RATING SHEET

## Colorado FCCLA Association

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_ Grade \_\_\_\_\_

Office preference:    1<sup>st</sup> \_\_\_\_\_                      Scholarship Achievement

                                  2<sup>nd</sup> \_\_\_\_\_                      Policies & Disciplinary

                                  3<sup>rd</sup> \_\_\_\_\_                      Verification

                                  4<sup>th</sup> \_\_\_\_\_

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. Individual Presentation A. Speaks clearly (not too fast) B. Presentation organized (not confusing) C. Presentation covers all points D. Presented in given time span E. Creativity F. Memorization of Creed					
II. Application (must be typed) A. Neatness B. Complete C. Writing skills D. Quality of answers E. Support materials/recommendations F. Leadership role(s)					
III. Written Assignment A. Neat/legible B. Covers pertinent information C. Understandable D. Correct English usage E. Businesslike					

Indicate by marking the appropriate rating for each criteria statement	(5) Excellent	(4) Good	(3) Average	(2) Fair	(1) Needs Improvement
IV. General Session Introduction A. Speaks clearly and loudly B. Prepared and memorized C. Creative D. Between 45 seconds and 1 minute					
V. Oral Interview A. Ability to serve if elected B. Leadership skills – degree of involvement C. Friendly, enthusiastic D. Poise 1. Attitude 2. Self-confidence E. Communication skills 1. Voice 2. English usage					
VI. Large group presentation and final individual question A. Assertiveness/initiative B. Teamwork and cooperation C. Participation/body language D. Listening and feedback E. Clarity and ability to express one's self on individual question					
VII. Appearance A. Grooming/neatness B. Appropriate dress C. Poise/posture D. Punctual (disqualified if late) E. Courteous					

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! Write a note to each candidate and insert in his or her application. Use the back if necessary.**