

The Ultimate Leader Handbook

**A Resource for
Washington FCCLA State Officers
& Advisers to State Officers**



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Section I
General Information

| | | | | | | | | | |
|--|----|-----|--|---|----|-----|--|----|---|
| FCCLA STRUCTURE | | | | | | | | | |
| National Organization | | | | | | | | | |
| National Board of Directors | | | National Executive Council (National Officers) | | | | National Headquarters Staff | | |
| State Association – Washington* | | | | | | | | | |
| State Board of Directors | | | State Executive Council (State Officers) | | | | Advisory Board (Advisers to State Officers; OSPI - FCS Program Supervisor serves as chair) | | |
| Executive Director & State Adviser | | | | | | | | | |
| Washington State Regions | | | | | | | | | |
| I | II | III | IV | V | VI | VII | VII | IX | X |
| Local Chapters | | | | | | | | | |
| Chapter Officers Chapter Adviser FACSE Program Local Advisory Committee | | | | | | | | | |
| Chapter Members | | | | | | | | | |

**The operational relationships between the Board of Directors, the Executive Council, the Advisory Board and the Executive Director and State Adviser are being defined as of May 2015. The Board of Directors is less than one year in existence.*

STATE OFFICER BRIEFCASE

Each state officer is provided with a briefcase to hold documents and other items that are needed for completing his/her work as a state officer. The briefcase is on loan from WA-FCCLA for the year in which an office is held. The briefcase must be cleaned and returned to the state adviser at the close of the WA-FCCLA State Leadership Conference.

As a state officer, you are responsible to pull the following documents off of the <http://wa-fccla.org> website:

| <i>Items Found on http://wa-fccla.org</i> |
|---|
| Washington State FCCLA Chapter Adviser Manual |
| WA-FCCLA Bylaws |
| National FCCLA Bylaws |
| The <i>Ultimate</i> Leader Handbook |
| Washington State FCCLA Policies Manual |
| Directory of State Officers and State Officer Advisers |
| WA-FCCLA Letterhead |
| Officer Honor Code |
| Financial Information Packet |
| Check Request Voucher |
| Deposit Record |
| Regional Financial Register |
| Previous year minutes for Advisory Board and Executive Council |

Outgoing officers are responsible for cleaning their briefcases (making sure all personal items removed and cleaning off any stains) before handing it over to the state adviser at the end of the state leadership conference. Leave a name/school tag in the front pocket so we know who has/has not returned briefcases.



Washington FCCLA 2015-16 State Calendar

- ✓ Advise Career and Technical Education director, principal and school district fiscal office of intent to attend one or more of the following events:

| Regional Events | | | | | |
|-----------------|--------------------|-------------|--------------------|-----------------------|--|
| Region | Fall Regional Mtg. | STAR Events | Contact Person | Phone Number | E-mail |
| 1 | Oct. 8 | Feb. 4 | TBA | 360-374-6262 ext 203 | TBA |
| 2 | Oct. 15 | Feb. 11 | Rene' Ketchum | 360-864-2391 ext 1134 | rene@toledo.k12.wa.us |
| 3 | Oct. 8 | Feb. 6 | Tricia Littlefield | 253-891-5700 | Tricia_Littlefield@sumnersd.org |
| 4 | Nov. 3 | Feb. 6 | Susan Grant | 206-252-3988 | sgrant@seattleschools.org |
| 5 | Oct. 28 | Feb. 10 | Kathy Hahn | 425-335-1515 ext 2379 | Kathy_Hahn@lkstevens.wednet.edu |
| 6 | Oct. 15 | Feb. 11 | Joy Wilson | 509-826-8512 | jowilson@omaksd.org |
| 7 | Oct. 15 | Feb. 10 | Cheryl Uceny | 509-968-3902 | Cheryl_Uceny@ksd403.org |
| 8 | Oct. 8 | Feb. 9 | Maria Bice | 509-547-4542 ext 4516 | mbice@psd1.org |
| 9 | Oct. 7 | Feb. 10 | Molly Eldred | 509-243-4151 | Meldred@aasd.wednet.edu |
| 10 | Oct. 8 | Feb. 10 | Stephanie Esvelt | 509-738-6388 | sesvelt@kfsd.org |

- **National Cluster Meetings:** November 13-15 Pacific & North Atlantic Regions; November 20-22nd, Dallas, Texas and Indianapolis, Indiana
- **Capitol Leadership Training:** *No Capitol Leadership training in 2015*
- **State Leadership Conference:** Wenatchee, WA, March 30 – April 1; ASB should anticipate a purchase order or check request. Estimate \$250 per participant (registration, STAR Events, and housing at four per room)
 - Future Dates posted on WA-FCCLA website: <http://www.wa-fccla.org>
- **National Leadership Conference:** July 3-7, 2016 San Diego, CA. ASB and/or school district should anticipate registration/tour money due by April 20, full payment required by June 30. Estimate \$1,500 per participant.

- ✓ August WA-ACTE Conference – August 9-12, 2015, Yakima, WA; August 7-10, 2016 Spokane, WA
- ✓ September Check for Chapter Adviser Mailing; Go online to www.fcclainc.org to affiliate your chapter & become familiar with services available to chapter advisers & members; Contact state adviser if not on state e-mail list

Check <http://wa-fccla.org> for updated information to get your year started.
- ✓ October Plan for and attend your Regional Leadership Meeting.

Work with students on plans for national program participation – Leadership Service in Action, Career Connection, Families First, STAR Events, etc.

Gather membership dues -- \$15 per member, \$15 per adviser, minimum 12 student members.
Affiliation for all STAR Event participants and volunteers must be complete (paid) by January 15th.
Affiliate online: www.fcclainc.org.

FACSE Fall Conference – October 18-20, 2015, Great Wolf Lodge, Grand Mound, WA
- ✓ November 1 State Officers must be affiliated by November 1.

Chapters that have affiliated by this date are allowed one additional state meeting delegate and should receive full benefits of membership from the national office.

Attend a National Cluster Meeting: November 20-22nd, Dallas, Texas and Indianapolis, Indiana

WA-FCCLA Executive Council & Advisory Board Meeting – Winter Exec. November 2-3, 2015

- ✓ December Encourage students to run for state office.
Election materials will be distributed to chapters via the Regional Vice Presidents. If you have not received election materials by December 31, contact Regional Vice President or state adviser or fccla@wsu.edu.

State leadership conference registration materials should have arrived for each affiliated chapter (by e-mail).
- ✓ January *Happy New Year!*
Finish the affiliation process (including payment) at the National Affiliation website.

All **AFFILIATED Chapters** can register their **AFFILIATED STAR EVENT PARTICIPANTS** for Regional Competition. **Note change: **Culinary Arts must affiliate and register through their Regional STAR Events registration for State Competition at this time.**

Begin completing award applications for state and national awards.

If you have not received your State Leadership Conference packet by January 20, call the state adviser, or fccla@wsu.edu.
- ✓ January 27 Civic Engagement Day (Legislative Day) – Olympia, WA
- ✓ February Attend your Regional STAR Events competition. Students **MUST** be affiliated in order to compete or volunteer in Regional STAR Events. You **won't be able to register** unaffiliated students in Register My Chapter.
- ✓ February 8 State Officer Applications Due.
- ✓ February 15 Accomplishment Ribbon Requests postmarked
Master Adviser and/or Adviser Mentor application due to state adviser. Forms: www.fcclainc.org.
- ✓ Feb. 19 State Leadership Conference Registration Opens; LATE Registration begins Feb. 26

Request school district approval for travel to the national conference.
- ✓ **March 1** **POSTMARK DEADLINE FOR ALL OF THE FOLLOWING:**
 - FCCLA State Scholarship, Honorary Member nominations, and 5-Power of One Recognition Forms to State FCCLA Office
 - National Program Recognition applications for Career Connection, Families First, Leadership Service In Action, STOP the Violence, FACTS, Financial Fitness and Student Body to National FCCLA Office; COPIES to State FCCLA Office
- ✓ March 1 State Conference Registration CLOSES
- ✓ March FACSE Board and Committee Meeting, Leavenworth, WA
- ✓ March 15 National Officer Candidates prepare materials and contact State Office for approval.
✓
Prepare for national leadership conference. Clarify with administrators the number of potential participants and be prepared to make full payment by check, purchase order or credit card by specified dates.
- ✓ March 28-29 Spring Executive Council, Wenatchee
National Officer Candidates, bring application materials for signatures.

- ✓ March 30-April 1 State Leadership Conference in Wenatchee.
- ✓ April National Leadership Conference Housing and WA State package Registration completed on-line. Information and due date will be available at State Leadership Conference.
National Leadership Conference Participant List and Travel Dates due to the State Office. Date TBD.
- ✓ April 30 National Leadership Conference, STAR Events and tour registration completed in the National Leadership Conference Registration System (Register My Chapter).
- ✓ May State Officer Leadership Meeting, date and location TBD
- ✓ June *Get ready for next year, a great summer, and perhaps the national leadership conference!*
- ✓ July 3-7, 2016 National Leadership Conference in San Diego, CA

Rest up and Enjoy the Summer!

Washington FCCLA web sites: <http://www.wa-fccla.org>
<http://www.k12.wa.us/CareerTechEd/pathways/HealthHumanSrv/Planning/Leadership.aspx>
 National FCCLA web site: <http://www.fcclainc.org>; WA-FACSE: <http://www.wafacse.org>

STATE ADVISERS' MAILING ADDRESS: State Adviser: Kay Niemi, kkjniemi@comcast.net, (Debbie Handy-Executive Director)
fccla@wsu.edu; FCCLA, Department of Human Development, Washington State University, 501 Johnson Tower/PO Box 644852, Pullman, WA 99164-4852; leave message on Debbie's phone: (509) 335-2935

State Historical Highlights

| | |
|----------------|--|
| 1945, March | One of 12 National regional organizational meetings was held on WSU campus in Pullman. |
| 1945, December | Washington was 6 th state to be chartered. |
| 1946, Spring | First state meeting of Future Homemakers was held in Spokane. First state President was Edna H. Haglund from Anacortes. |
| 1948, July | 17 student delegates attended the first National Meeting in Kansas City. |
| 1970 | Louisa Lidell, (former adviser in Yelm and North Thurston), joined National Headquarters staff as National Adviser. |
| 1974 | Marcia Riggers, Teacher Educator, WSU, was appointed to the first National Teacher Education Advisory Committee, set up to help improve in-service preparation of teachers to serve as advisers. |
| 1977, July | National Meeting was held in Seattle. Theme- Leadership “77 Explore Roles, Set Goals”. |
| 1977 | Regions were restructured and renumbered with a change from six to seven regions. |
| 1980, July | Amy Montierth from Connell High School, was elected as Washington’s first to serve as national president for the 1980-81 year. She served on the Board of Directors for three years. |
| 1982 | Washington chapters collected nearly \$32,000 for the National Leadership Center building fund, which provided the honor of a conference room being named the ‘Washington Room’. |
| 1983, July | 31 students and advisers participated in the dedication of the National Headquarters and Leadership Center in Reston, Virginia. |
| 1985, July | Margie Lowrance was presented the Distinguished Service Award by the National Association. |
| 1986, April | First STAR Events were judged at state meeting. |
| 1998 | Geoffrey Pearson, Omak High School, Omak, was elected as a national FCCLA Officer. Geoff served as the National Vice-President of Individual Programs (adviser -- Barbara Pearson). |
| 1999, July | Name and emblem change to Family, Career and Community Leaders of America approved by membership vote at national leadership meeting. |
| 2001 | Maria Bice, Chapter Adviser from McLoughlin Middle School, Pasco, selected for the national FCCLA STOP the Violence Training Team. |
| 2002 | Candi Wilson, chapter member from Tonasket High School, Tonasket, selected for the national FCCLA STAR Events Advisory Team. |

- 2003 Tiffany Cornwell (Pasco), Travis Roberts (Selah) and Ryan McMeans (Selah), students at Washington State University, were selected for the national STOP the Violence Training Team.
- 2004 Kathi Hendrix, Chapter Adviser, Selah High School, selected for the FCCLA National Consultant Team.
- 2005 Nicholas Klotz (Mead), student at Seattle University, was selected for the national STOP the Violence Training Team.
- 2006 Dr. Jan Bowers, Central Washington University, Chair-Elect of the National FCCLA Board of Directors
- 2006 Two Washington students are elected to national offices: Kasey Hemphill, from Todd Beamer High School in Federal Way, WA was the National Vice President for Finance (Adviser -- Leslie Deakins); Phoenix Patterson from Tekoa High School in Tekoa, WA was the National Vice President for Public Relations (Adviser -- Connie Marsh).
- 2006 Stella Brown, WA-FCCLA State Adviser, elected as National Board of Directors Representative for the National Association for State Administrators of Family and Consumer Sciences (NASAFACS).
- 2007 Barbara Pearson, Chapter Adviser, Omak High School, elected to FCCLA National Board of Directors, representing a comprehensive chapter
- 2007 Derek Hahn (Lake Stevens) was selected for a two-year term as a member of the national STAR Events Advisory Team.
- 2008 Brian Vance, Selah High School member, elected to National FCCLA Office – National Vice-President of Community Service (Advisers – Kathi Hendrix & Michelle McCartney)
- 2012 Mary Nagel, Office of Superintendent of Public Instruction, Program Supervisor for Career and Technical Education, Family and Consumer Science Education elected to the Board of Directors Representative for the National Association for State Administrators of Family and Consumer Sciences (NASAFACS).
- 2014 Garrhett Petrea, Selah High School member, elected to National FCCLA Office – National Vice-President of Development (Advisers – Michelle McCartney & Kathi Hendrix)
- Maggie Joe Uceny selected to serve a two-year term on National CEAT (Competitive Events Advisory Team)

Advisers to serve the Washington Association have been:

| | |
|------------------|-----------------|
| Laura E. McAdams | Marcia Riggers |
| Ann Houlahan | Daryl Torgerson |
| Marianne Andrews | Marla Wyatt |
| Sylvia Lee | Janelle Hester |
| Margie Lowrance | Stella Brown |
| Nancy Johnson | Debbie Handy |
| Carol Weaver | Kay Niemi |
| Harriet Gleason | |

Parliamentary Procedure Guidelines for Executive Council And Advisory Board Meetings

The president will **call the meeting to order** with a rap of the gavel. Everyone will stand and participate in the opening ceremony. The president will direct members to be seated.

The president is addressed as Mr./Madam President, and a member must call out to the president to be **recognized** before they begin to speak. The president will indicate that they may speak.

The meeting will follow a set plan called an **agenda**. Changes in the agenda should be made at the beginning of the meeting and must be approved by a majority vote.

Classifications of Motions

A **Main Motion** is brought before the assembly when no other motion is pending.

A **Privileged Motion** is a motion that is granted precedence over ordinary business because it concerns matters comfort to the members. A Privileged Motion is not debatable, although in case of questions of privilege, the chair can ask for relevant facts from members.

A **Privileged Motion** is used to:

Fix the time to adjourn

Adjourn

Take a recess

Raise a question of privilege

Call for orders of the day

A **Subsidiary Motion** is a motion that proposes changes to the main motion.

A **Subsidiary Motion** is used to:

Postpone indefinitely

Amend

Refer to a Committee

Postpone to a certain time

Limit or extend limits of debate

Previous Question

Lay on the Table

An **Incidental Motion** helps decide whether something is being done correctly.

An **Incidental Motion** is used to:

Point of Order

Suspend the rules

Withdraw a motion

Point of Information

Object to the Consideration of a Question

Parliamentary Inquiry

Appeal

Division of the Assembly

To create a motion you say, "I move we ..." Motions should include what is to be done, when, where and how. The "why" is addressed during the discussion.

Each **motion must have a second** to indicate that at least one other member is interested in the motion. A motion is seconded by another member calling out, "I second" or "second."

The **maker of a motion** has the right to speak first for the motion during discussion... "I urge you to vote for this motion because..."

Each member has the right to speak before a member speaks for the second time.

A member may **stop discussion/debate on a motion** by stating “**I move previous question.**” There should be a second. The president must stop and vote to stop debate. If the motion to stop debate passes, the president must ask for a vote on the motion without further discussion.

Voting style is determined by the president and may be by hand, voice or acclamation, standing, ballot, or by general consent.

If a member **does not agree with a voice vote, they ask for a recount** by calling “**Division**” immediately after the decision of the President has been called. The president will immediately ask the group to revote using a vote that may be physically counted.

A motion may be **referred** to a committee that is already established to a new committee by a member stating, “I move we refer this motion to a committee.” Or, “I move to refer this matter to a committee of members and a chairperson appointed by the president.” This motion must be seconded. After discussion, the motion may be amended and will be voted upon.

A **motion may be postponed** to a set time (the next regularly scheduled meeting) or postponed indefinitely by stating, “I move we...” followed by their motion to postpone. The motion requires a second and after discussion and/or amendment, will be voted upon by the group.

If a member needs additional information about a motion, they may state, “**Point of information**” at any time during debate. The president will ask them to state their point, at which time the member may ask their question. The president will answer the question or ask another member to do so and debate will continue on the motion.

If a member notices a mistake in parliamentary procedure, they should call out, “**point of order**” immediately when the mistake has been made. Once debate proceeds, the point of order is no longer germane. The president will ask them to state their point. After the member has stated their concern, the President will either agree, “Your point is well taken” or disagree, “Your point is not well taken.” At this time the president will ask the speaking member to correct their action or ask the speaker to continue.

To make a change in a motion, the member states, “I move to **amend the main motion** by... striking out, adding, or inserting” words or phrases. This motion must be seconded. The motion may be debated, amended, and requires a majority vote. Debate at this point must turn to the amendment and may not include the main motion.

To make a change in an amendment, the member states, “I move to **amend the amendment** by...”. This motion must be seconded, may be debated, may not be amended and requires a majority vote. Debate on the amendment to the amendment must turn only to this topic and may not include other information. All motions and amendments must be voted on in the order they were made (i.e., amendment to the amendment then amendment, and finally, the motion).

Parliamentary Guidelines:

Rachel Bennet, Former Adviser, Forks FCCLA

Barbara Hamilton, Reardan FCCLA

Update 2014: Kay Niemi, State Adviser

State Officer Adviser Responsibilities

- Serve in an advisory capacity to the state executive council.
- With executive council, recommend policies and procedures to Board of Directors.
- Serve as a liaison between state association and local chapters. Encourage advisers and members in region to communicate their ideas to state and association.
- Serve as a member of the advisory board.
- Keep other advisory board members in your region and state adviser informed of regional activities, decisions, and concerns.
- Coordinate transportation for state officers. See that travel plans are submitted by deadline date.
- **Read** all correspondence carefully; see that all forms are returned promptly.
- **Read** all state officer correspondence that state officer received from state office, state adviser, and/or other state officers.
- **Read and assist** with preparation of **all documents** that are generated for fulfilling office responsibilities — check spelling, format, tone, and accuracy of content... EDIT
- Discuss assignments, responsibilities, and deadline dates with parents and school administrators. Keep all informed of the officer's accomplishments.
- Provide assistance as needed to clarify responsibilities, identify resources, and make plans for completing tasks.
 - Follow through; check progress and evaluate.
 - Review Honor Code Criteria and complete ratings throughout the year
 - Complete trimesters/semester grade check. Officers must maintain a 2.5 GPA.
- Establish communication system with your officer that ensures frequent interaction. We recommend a weekly scheduled meeting time.
- Assist with planning of all regional events.
- Attend regional planning meetings, regional leadership meetings, and other meetings as necessary.
- Keep the state adviser informed of officer needs, concerns, and plans.

- Approve the budget for submittal to the state executive council.
- Assist officer in planning and preparing financial and meeting reports electronically.
- Assist state officer in planning, preparing and rehearsing for sessions at State and National Leadership Conferences. Be present at those rehearsals and sessions at State and National Leadership Conferences.
- Support state officer in planning and preparing all group presentations.

Executive Council General Responsibilities

As members of the executive council of the Washington Association of Family, Career, and Community Leaders of America, state officers will have many important responsibilities and opportunities. Refer to the list below for duties that are common to all offices.

- ❖ Meet with the advisory board to consider long-term procedures as they affect the annual Program of Work and to decide jointly upon short-term procedures.
- ❖ With the state advisory board, determine the procedure for electing state officers.
- ❖ Provide information to the state adviser to update officer pages on wa-fccla.org
- ❖ Communicate FCCLA activities, purposes, and goals to school and community.
- ❖ Submit End of Month Reports (on time) to the State President and send a copy to the State Adviser
- ❖ Attend all Regional functions
- ❖ Remain an active participant in your local chapter
- ❖ Prepare a Program of Work board for display at the State Leadership Conference.
- ❖ Advocate for WA FCCLA by giving a presentation to 1-2 organizations that could provide financial/donations to support the state organization.
- ❖ Attend Leadership Academy and other Officer Training at National Leadership Conference.
- ❖ Determine the business to be brought before the delegates at the state leadership conference.
- ❖ With the state advisory board, plan and implement the program for the state leadership conference and other meetings sponsored by the state organization.
- ❖ With the state advisory board, offer consultation in case an emergency arises with results in cancellation of the annual state leadership conference.
- ❖ Submit a report **electronically** to the state adviser and the state secretary regarding his/her accomplishments related to the Washington State Program of Work **prior to** each Executive Council meeting. Examples of specific report forms are included in this manual. Electronic forms for completing the reports can be found on the Executive Council section of <http://www.wa-fccla.org>.

State Officer Responsibilities Checklist

1. President

- Preside over all of business meetings
- Appoint the chairperson and members of special committees not otherwise designated in the bylaws
- Promote state and/or national projects
- Be an (ex officio) member of all committees
- Serve as a member of the Washington FCCLA Board of Directors
- Represent the organization at a variety of events as assigned

2. Secretary

- Keep minutes of the state and executive council meetings
- Finalize and distribute minutes to executive and advisory board members within three weeks of the meeting
- Create Fall Program of Work Newsletter from paragraphs submitted from all officers and distributed to chapters
- Assist the Vice President of Programs in securing workshop leaders for State Leadership Conference

3. Vice President of Parliamentary Law

- Maintain order during meetings of the state executive council
- Assist in conducting the meeting when amendments to the bylaws and other business of the organization are presented to the voting delegates
- Assume the responsibility of the president in the absence of the president
- Complete basic Parliamentary Procedure training as specified
- Provide parliamentary law training to state officers

4. Vice President of Finance

- Submit the executive council needs for the proposed budget for the coming year
- Review the records of receipts and disbursements submitted by the executive director and/or state adviser
- Report to the delegates assembled at the State Leadership Conference the financial status of the organization
- Be the resource for the Financial Fitness National Program
- Serve as a member of the Washington FCCLA Board of Directors
- Recognize Financial Fitness Awards at State Leadership Conference

5. Vice President of Competitive Events

- Provide leadership in planning and implementing the organization's Competitive Events
- Facilitate regional STAR Events trainings
- Create promotional materials for increasing involvement in STAR Events
- Maintain STAR Event Medal Award Boards
- Assist at State STAR Event Competition in tasks assigned by STAR Event Coordinator

6. Vice President of Community Service

- _____ Determine the Washington State Community Service Project
- _____ Provide leadership for planning and implementing the state community service project
- _____ Be a resource for the Leadership Service in Action National Program
- _____ Promote state chapters participation in applying for state recognition for Leadership Service in Action Projects
- _____ Recognize Community Service Awards at State Leadership Conference

7. Vice President of Programs

- _____ Provide leadership in planning and implementing the organization's national programs
- _____ Prepare Slide show about national leadership conference and programs to present at the Washington ACTE Conference.
- _____ Secure workshop leaders for State Leadership Conference
- _____ Recognize chapter and individual accomplishments in cooperation with other officers
- _____ With advisers, evaluate the Executive Council program of work according to the Program of Work Activity Quality sheet in the Ultimate Leadership Handbook

8. Vice President of Public Relations

- _____ Provide leadership in planning an organizational public relations campaign (create newsletters, press releases, radio spots etc.)
- _____ Assist chapters in promoting FCCLA through the media at the local level
- _____ Create display board for WA-ACTE summer conference and legislative days
- _____ Submit news articles to professional organizations, local and state-wide media

9. Vice President of Recognition

- _____ Establish and carryout a unique recognition activity for the year based on FCCLA purposes and programs
- _____ Promote multiple recognition ideas for member and chapter accomplishments
- _____ Recognize chapter and individual accomplishments in cooperation with other officers
- _____ Recognize Five Power of One national award winners at state leadership conference
- _____ Create slide show of state officers for banquet
- _____ Recognize advisers during adviser session at State Leadership Conference

10. Vice President of Membership

- _____ Provide leadership in planning an organizational membership campaign
- _____ Create interest and awareness in national membership drive activities for use at the chapter level
- _____ Set and communicate state membership goals
- _____ Serve as a resource to new chapters
- _____ Promote the use of Step One
- _____ Recognize outstanding membership
- _____ Report to the delegates assembled at the State Leadership Conference the membership status of the organization

11. Vice Presidents of the Regions

- _____ Serve as a member of the state leadership team
- _____ Plan and implement fall and spring regional meetings
- _____ Assist in implementing the state program of work
- _____ Organize and carry out regional STAR events



One-Minute Opportunity

“You never get a **second** chance to make a **first** impression.”
With this in mind, **always** be prepared to put your best foot forward.

1. Always be wearing your proper uniform when representing FCCLA.
2. Smile and make eye contact when meeting people.
3. Greet adults with a handshake.
4. Always thank the people who listen to you.

When talking to someone about the benefits of FCCLA remember to include the following:

1. This organization builds strong leaders.
2. We are the only youth organization with “Family” as a focus.
3. FCCLA combines fun with making a difference.
4. The organization develops skills necessary for success in any career.
5. Being a member gives youth the opportunity to experience new situations.
6. Chapters strengthen communities through their service projects and involvement in community life.
7. Youth are empowered through FCCLA to tackle issues that matter to them most.

Remember how to introduce people to one another:

You always mention the older or more prestigious person first.

“Mr./Madam President, I’d like to introduce you to our chapter secretary, Allison Taylor.”

Remember how to introduce yourself:

Say “***Family Career and Community Leaders of America***” not “***FCCLA***”.

Named officers:

“I would like to introduce myself, my name is _____, I am the Washington State Vice President of (*Say your office*) for Family Career and Community Leaders of America.”

Vice Presidents of the Regions:

“I would like to introduce myself, my name is _____, I am the Washington State Region (#) Vice president for Family Career and Community Leaders of America.”

WA-FCCLA State Officer Code of Conduct

As an FCCLA State officer/officer candidate, I understand my behavior at all times should reflect credit to myself, my family, my state and the national organization. *Although the official assumption of an office begins following election, once I choose to run for an office, I agree to abide by the following conduct guidelines. I understand that the term of office is an entire calendar year (from one state conference through the next) including the summer months and all school holidays.*

Therefore I will:

- Not consume, use, distribute or have in my possession drugs, alcohol, paraphernalia or illegal substances;
- Not break any civil/criminal law;
- Fulfill all state officer responsibilities, attend required meetings/conferences, and follow all local school rules.
- Maintain a minimum 2.5 GPA.

I understand not abiding by the above results in loss of office.

I also understand the following expectations, therefore I will:

- Maintain professional behavior: as a State Officer I am a visible role model, my behavior should be an example for the entire FCCLA membership. It is important to be aware of this visibility at all times not only during official FCCLA events.
- Inform adviser and/or chapter adult of my location at all times.
- Dress according to FCCLA Dress Code, as I reflect the image of FCCLA (refer to Adviser Handbook).
- Information included on personal Web pages and social networking sites (Facebook, Instagram, Statigram, Twitter, etc.) must be consistent with the Mission and Purposes of FCCLA. This includes, but is not limited to, links, photos, videos, chat rooms, screen names, comments, likes and blogs.
- Meet with people, other than roommates, only in public places.
- Respect the dignity and privacy of roommates as well as all other event participants.
- Maintain professional relationships: recognizing that inappropriate physical contact with other members or students is not acceptable. Refrain from demonstrating public displays of affection.
- Respect hotel/convention center employees, guests, the community, and personal property.
- Participate in conference general sessions and workshops indicated on the program.
- Minimize noise in all public areas and hotel rooms, including TV's and other forms of media, particularly after established curfew times.
- Remain in assigned room after curfew.
- Use all electronic devices, including cell phones, in an appropriate manner, including keeping them on privacy mode and not communicating during scheduled sessions and workshops.
- If an officer is found responsible for stealing or vandalism, the officer and his/her parents or guardian will be expected to pay all damages. This includes the removal of items from hotels.
- Give permission to be photographed and published.

I understand that failure to comply with the above expectations may result in loss of privileges/other disciplinary action as determined by my local and/or state adviser. School rules supersede all Washington FCCLA rules. These rules apply to local, regional, state and nationally sponsored FCCLA events. (Refer to *Ultimate Leadership Handbook*).

Officer Candidate AGREEMENT

If elected, I intend to fulfill ALL my obligations of this office and the Washington Family, Career and Community Leaders of America. In the event that I cannot fulfill my term of office for reasons other than illness or moving out of my region, I will reimburse the state association, my region, and my chapter for any expenses paid for me, such as travel, lodging, and other items. My signature on this agreement means that I am willing to abide by the FCCLA Code of Conduct during my entire term as an officer.

Date Candidate's Signature

We have read the preceding information and the state officer information sheet and we give our approval of

_____ as a candidate for an FCCLA state office. We are aware of the duties and responsibilities if the candidate is elected to office and will support his/her participation in all FCCLA events.

Chapter Adviser _____

Principal or Superintendent _____

CTE Director _____

Parent or Guardian _____

Adviser/District Agreement

We agree that:

- The local adviser is the primary chaperone for the elected state officer and will accompany the elected state officer to **all FCCLA state officer functions**
- The local adviser will serve on the FCCLA State Advisory Board. As a member of the WA-FCCLA State Advisory Board, we understand that the adviser to a state officer also holds a leadership position in the FCCLA region and state. We agree to support the adviser in this leadership role (substitute teacher, travel).
- The district will assume responsibility for any expenses related to an additional chaperone, should the district require one, when the adviser and officer are of opposite genders.

Chapter Adviser _____

Principal or Superintendent _____

CTE Director _____



STATE OFFICER HONOR RECOGNITION CRITERIA

Officer Name _____

Rate the State Officer on a scale of 1 to 4 (with 4 as the highest score) in each of the following categories/criteria. Average rating of 3 in **all** major sections and final approval from the State Staff will result in receiving a State Officer with Honor Distinction at the FCCLA State Leadership Conference, and qualifies the Officer for promotion in the FCCLA Leadership Academy.

1 -- *Below Expectations*

3 – *Meets Expectations*

2 -- *Approaching Expectations*

4 – *Exceeds Expectations*

| Rating | Duties | Due Date | Date Completed |
|--------|--|----------|----------------|
| 1. | Code of Conduct Upheld | | |
| 2. | Proper Professional/Uniform Attire | | |
| | <ul style="list-style-type: none"> • Local Functions (as applicable) • Regional Functions • Spring (May) Leadership Training • Executive Meetings • State Functions | | |
| 3. | Paperwork—Done in Time | | |
| | <ul style="list-style-type: none"> • Summer Leadership Training Travel • Workshop Proposal (if assigned) • Winter Executive Travel • Fall Regional Leadership Meeting Mailings • Fall Regional Leadership Meeting Report • Regional STAR Event Mailings • Pictures— Banquet Slide Presentation • Script—State Leadership Meeting • Spring/State Meeting Travel • End of the month officer report • Miscellaneous, as required | | |
| 4. | Spring/Summer Leadership Training | | |
| | <ul style="list-style-type: none"> • Attendance • Assigned Tasks Completed | | |
| 5. | Winter Executive Meeting | | |
| | <ul style="list-style-type: none"> • Attendance • Assigned Tasks Completed | | |
| 6. | Local | | |
| | <ul style="list-style-type: none"> • Assigned tasks completed as agreed with local adviser • Active participant in local chapter • Attendance | | |

| | | | | |
|--|-----|---|--|--|
| | | <ul style="list-style-type: none"> Assigned Tasks Performed | | |
| | 7. | <p style="text-align: center;">Regional</p> <p>Fall Regional Leadership Meeting</p> <ul style="list-style-type: none"> Pre-planning Attendance Assigned Tasks Completed <p style="text-align: center;">STAR Events—Refer to STAR Events Management Manual</p> <ul style="list-style-type: none"> Pre-planning Attendance Assigned Tasks Completed | | |
| | 8. | <p style="text-align: center;">State Leadership Conference</p> <ul style="list-style-type: none"> Pre-planning Attendance Assigned Tasks Completed <p style="text-align: center;">Spring Regional Meeting</p> <ul style="list-style-type: none"> Pre-planning Attendance Assigned Tasks Completed | | |
| | 9. | <p style="text-align: center;">Duties of Individual Office</p> <ul style="list-style-type: none"> Performed as per By-Laws Performed as assigned from Executive meetings and/or Standing Committees Completed 1-2 presentations about FCCLA to supportive organizations and/or businesses | | |
| | 10. | <p style="text-align: center;">National Conference—if applicable</p> <ul style="list-style-type: none"> Uniform/Professional Attire Paperwork Completed Assigned Tasks Completed | | |

I recommend that _____, State FCCLA Officer, receiving the following award:

_____ State Officer with Honor

_____ State Officer

Comments:

Signature of Local Adviser _____

Signature of State Adviser _____

OFFICER'S PLEDGE

I _____,
(name) (office)

pledge to the Washington Association of Family, Career and Community Leaders of America the following:

- To fulfill the duties of my specific office and the general duties of state officers, as described in the handbook,
- To come prepared to all council meetings and other functions,
- To make the office to which elected first priority this year,
- To comply with the state officers' Code of Conduct and Dress Code, as well as all policies of the association,
- To maintain my overall scholastic average of 2.5 or above,
- To fulfill all responsibilities under the direction of my local adviser,
- To conduct myself as a leader and in a manner befitting a state officer, realizing that I am an example at all times for members statewide. If I should fail to do so, I understand that I may be relieved of the office.

I accept this pledge and consider it an honor and a privilege to serve the Washington Association of Family, Career and Community Leaders of America for the coming year.

The signature of the parent or guardian supports this pledge and:

- **Gives permission for the officer's name and photo/image to appear on the Washington FCCLA Web site, in promotional materials and videos. No personal information or email addresses will be posted on the Web site or in any public media.**
- **Gives permission for the officer to be transported by a state executive council adviser or staff member to and from meetings and events required for the office.**

Officer's signature

Adviser's signature as Witness

Parent/Guardian

Date: _____

Section II
Executive Council Meetings

Executive Council Meetings

Spring Executive Council -- May

- Participate in Leadership Training
- Plan for national meeting sessions
- Establish Program of Work for upcoming year
- Plan for Washington State Meetings at National Leadership Conference
- Schedule officers to attend the WA-ACTE conference, Monday – vendor fair, Tuesday – FCCLA Program of Work Presentation during OSPI Update

Regional Planning Meeting -- August/September

- Re-visit ideas from the National Association and coordinate Regional Leadership meeting plans.
- Have announcements sent of regional leadership meeting to chapters include time, date, place, tentative agenda and planning meeting. Send copy to state advisers electronically to put on website.
- State workshops should be ready to teach at Regional meeting

Winter Executive Council—November

- Submit to state adviser and state secretary, electronically, officer report *prior to* Winter Executive Council. Report on and evaluate Fall Regional Leadership Meeting.
- State Leadership Conference Planning and get scripts completed.
- Workshop plans, completed.
- Review Regional STAR Event procedures
- Spring Regional Meeting Planning for state leadership conference - Election of officers, regional recognition, tentative agenda
- Duties assigned for officers and advisers for state leadership conference
- Review by-laws and policies including elections and others as needed.
- Review honorary membership.
- Polish presentation skills.
- Review Officer Election Packet.

Regional Planning Meeting -- February/March

- Check to make sure that reminder notices have been sent for Spring Regional meeting.
- Determine which regions still need state officer candidates and start the process as stated in the bylaws.
- Reminder to design programs and prepare ballots.
- Review all officer candidate applications.

Spring Executive Council— March/April

- Present committee reports and regional reports.
- Review procedures for state officer elections.
- Review officer and adviser responsibility lists for meeting.
- Practice sessions for state leadership conference.

Guidelines to Facilitate Meetings And Program of Work Development

Prior to each executive council meeting officers should:

- ❖ Review parliamentary procedure and the appropriate forms from the National handbook for the meeting agenda, treasurer's reports, secretary's record and committee reports.
- ❖ Review and utilize the FCCLA Planning Process regularly.
- ❖ Re-read the bylaws of the state association.
- ❖ Arrange to bring a laptop computer and printer to the meetings.
- ❖ Make sure that your uniform is ready and in good order for the meetings.
- ❖ Check brief case for materials and prepare it to take to all meetings.
- ❖ Prepare assigned tasks before going to the meetings. Submit all reports electronically to the state adviser and state secretary prior to the meeting. Bring any needed copies of materials to share with everyone.

The Washington FCCLA Annual Program of Work

A well balanced program of work uses the FCCLA planning process to identify needs/concerns, set goals, plan, act/carry out and evaluate the work of the Washington State Officer Team on behalf of the Washington Association of Family, Career, and Community Leaders of America.

The Washington FCCLA Officer Team uses leadership, management and communication skills to plan, conduct and evaluate the annual program of work.

The annual program of work begins when officers are elected at the FCCLA State Leadership Conference. Concerns, goals and plans are finalized at May executive council meeting. At the fall executive council meeting, officers will evaluate work done so far, particularly for regional leadership meetings and the early work for state leadership conference, and adjust plans as needed. Work continues at the fall meeting to plan the Washington State Leadership Conference and to carry out other state officer duties.

Prior to each meeting, officers are to prepare electronic reports of work done. The report is to include the original concerns, the goals, what was done, what was successful and recommendations for future officers. A final report in this format will be given to the Washington FCCLA members at state leadership conference. Reports will be electronically submitted to the FCCLA state secretary two weeks before any meeting.



Program of Work Planning Guide

Identify Concerns:

- ★ Brainstorm to generate ideas or state the activities or problems you want to address.
- ★ Evaluate your list and narrow it down to workable ideas or projects.

Set Goals:

- ★ Get a clear mental picture of what you want to accomplish and write down your ideas as goals.
- ★ Make sure your goals are ones that can be achieved.
- ★ Consider the resources available to you.

FCCLA Purposes:

- ★ Select the FCCLA purposes promoted through each specific goal.
- ★ Explain how and why this purpose is integrated in your goal.

Form Plans:

- ★ Include: Who, What, When, Where, and How in your plans.
- ★ Does this activity involve other State Officers promoting a project in their region?
- ★ How will you communicate your activities to State Officers and chapters?
- ★ Will you recognize chapters for participation? If so, when and how?
- ★ Include writing a letter for Dr. Handy to distribute to all chapter advisers explaining your program of work and how they can get their chapter involved.

Act: (Detailed Timeline)

- ★ When will the activity start? Include a monthly timeline for your goal – the more detail you include the better it is for all involved.
- ★ When will the activity finish?
- ★ Do you have information to present at WA-ACTE Conference in August?
- ★ Do you have information to present at FASCE Fall Conference in October?

Follow Up:

- ★ Determine if your goals were met.
- ★ What will your follow up look like at State Meeting? For example, will you have a display, certificates, awards, newsletter, etc.
- ★ How will you share and publicize your goals if appropriate – will you create media releases for the winning chapters?

2015 - 2016 Program of Work

Washington State FCCLA

OFFICER: Vice President, Region _____

NAME: _____

| IDENTIFY CONCERNS (Area of Concern) | SET A GOAL (Specific Idea) | List the FCCLA PURPOSE | FORM A PLAN FOR YOUR ACTIVITY (List steps. Be very specific: what will you do, how will you do it?) | ACT (Timeline: when will you do it? Month and week) | FOLLOW-UP (How will you know if your activity was a success?) |
|---|--------------------------------------|-------------------------------|---|---|---|
| | | | 1. 2. 3. 4. 5. | 1. 2. 3. 4. 5. | |
| | | | 1. 2. 3. 4. 5. | 1. 2. 3. 4. 5. | |

2015 - 2016 Program of Work

Washington State FCCLA

AT LARGE OFFICER: _____

NAME: _____

| IDENTIFY CONCERNS (Area of Concern) | SET A GOAL (Specific Idea) | List the FCCLA PURPOSE | FORM A PLAN FOR YOUR ACTIVITY (List steps. Be very specific: what will you do, how will you do it?) | ACT (Timeline: when will you do it? Month and week) | FOLLOW-UP (How will you know if your activity was a success?) |
|---|--------------------------------------|-------------------------------|---|---|---|
| | | | 1. 2. 3. 4. 5. | 1. 2. 3. 4. 5. | |
| | | | 1. 2. 3. 4. 5. | 1. 2. 3. 4. 5. | |

Program of Work Activity Quality

Officer/s Name _____

Program of Work Area and Specific Activity _____

This activity demonstrates the following 21st Century Skills:

- Rigor
- Relevance
- Relationships

This activity demonstrates the following learning and innovation skills:

- Creativity & Innovation
- Critical Thinking & Problem Solving
- Communication & Collaboration

This project used the following Information, Media and Technology Skills:

- Information Literacy
- Media Literacy
- Communication Literacy
- Technology Literacy

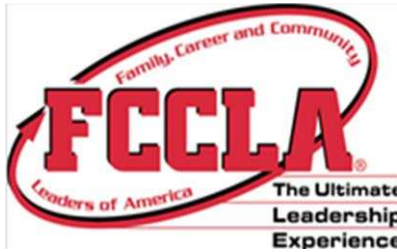
This project/activity utilized the following Life and/or Career Skills:

- Flexibility & Adaptability
- Initiative & Self Direction
- Social & Cross-Cultural Skills
- Productivity & Accountability
- Leadership & Responsibility

Which purposes of FCCLA does this activity meet?

How does this activity increase awareness of FCCLA and Family and Consumer Sciences both to members and persons outside the organization?

How will this activity meet the needs/wants of male members (non-trad), and the large diversity of students within Washington public schools equitably?



End of Month Reports

Each officer will submit an End of the Month report highlighting his/her activities and accomplishments related to WA-FCCLA and more!

The report Information includes:

1. General Report Information
 - a. State
 - b. Month of Report
 - c. Officer Name & position
2. Program of Work Actions and Accountability Items
3. FCCLA Communication and Correspondence
 - a. # of Social Media Posts
 - b. # of Emails sent
 - c. # of Letters sent
 - d. # of Phone calls made
 - e. # of Chapter visits completed
4. Membership Recruitment Efforts
5. National Program Efforts
6. Actions for Next Month
7. Opportunities to Serve the Community
8. Lessons Learned
9. Notes to Advisers
10. Non-FCCLA Accomplishments
11. Quote of the month

Program of Work Boards



Each officer will create a Program of Work board for display at the WA-FCCLA State Leadership Conference. The criteria for the boards are as follows:

- Use FCCLA Colors (red, black, white).
- Design your board so that it stands vertically.
- Do not attach anything to the frame of the board – use only the cork space.
- Use construction paper to cover the corkboard – be prepared to disassemble the board and pass it on to a new officer before leaving the State Leadership Conference.
- Display your name and office prominently.
- Include photographs of you completing your program of work.
- Label the photographs clearly.
- Include photographs from your region.
- Include a photograph of yourself in uniform. Make sure you are identified by name and office.
- Make the board visually attractive to draw attention of FCCLA members at the conference.
- DO NOT include personal photographs like sports, dances, etc. This is a board to highlight your WA-FCCLA Program of Work.
- If you need to purchase a new board, they are wood framed and **23" x 35"**

Section III

Finances

Regional Finances

It is the vice president of the region's responsibility to keep track of the money for the region. At the first executive council meeting you will receive instructions and forms that will enable you to perform this function. Electronic Forms are available under the Executive Council page of wa-fccla.org.

ALL TRANSACTIONS.

- Keep copies of all transactions in a file.**
- Send originals of all transactions to the FCCLA State Office** (deposits – marked by region; requests for checks). If documents must be faxed to expedite the process (sometimes for a deposit to hold a meeting site), please also mail the original right away. E-mail the state adviser to notify him/her of an incoming fax.
- Update the *WA-FCCLA Regional Financial Register*** (include all deposits and check requests) and include a copy with the information you send to the state office for payment, reimbursement or deposit.

DEPOSITS

- Deposit all money collected for regional events directly into the State FCCLA master account at any *Washington Federal Bank*. There is a copy of a deposit ticket in this handbook with the account number printed on it (page 37).
- Attach each deposit ticket and deposit receipt to the *WA-FCCLA Deposit Form* and mail to the state adviser.

PAYMENTS/REIMBURSEMENTS – all expenses must be paid using a WA-FCCLA check – do not make any payments from the cash collected for registration.

- Complete the *Check Request Voucher* for each payment or reimbursement needed.
- Attach the original invoice for payment to the voucher.
- Attach the sales receipt showing full payment (\$0 balance due) to the check request voucher for each reimbursement.

Washington FCCLA
Department of Human Development
Washington State University
501 Johnson Tower/PO Box 644852
Pullman, WA 99164-4852

509-335-2935
509-335-2456 fax
fccla@wsu.edu

**Washington FCCLA
Deposit Form**

TO: Washington FCCLA
Department of Human Development
Washington State University
501 Johnson Tower/PO Box 644852
Pullman, WA 99164-4852
fccla@wsu.edu
509/335-2935
509/335-2456 - fax

Region _____

Date _____

FROM: _____

TEL. #: _____

Amount of Deposit \$ _____ for Meeting Registration

Amount of Deposit \$ _____ for Scholarship Fund

Amount of Deposit \$ _____ for Charitable Contribution

Name of Organization _____
Submit check request with complete mailing information.

Signed: _____
Vice President of the Region

Signed: _____
Adviser to the Vice President of the Region

- Complete separate deposit slips for each type of deposit (registration, scholarship funds, charitable contributions)
- Attach original bank deposit receipts (write regional number on receipt)
- Make copies of all forms for your records
- Send all forms (WA-FCCLA Deposit Form, copy of deposit ticket, original deposit receipt) to state adviser within one week of making deposit

Deposit Ticket

The deposit ticket below includes the WA-FCCLA account number.

- Make copies of this form to use for Regional Deposits. If the bank will not accept this ticket, ask the state adviser to send an original.
- Write the Region number, and purpose of the deposit (i.e. Region 6 – Scholarship) on the ticket.
- Make two copies of this form (the original will go to the bank)
- Mail a copy of this form to the state adviser within one week of making the deposit. Attach the deposit receipt.
- Keep a copy for your records.

| DATE | DOLLARS | CENTS |
|---|---------|-------|
| CURRENCY | | |
| COINS | | |
| TOTAL CASH | | |
| CHECKS | | |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
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| 25 | | |
| 26 | | |
| 27 | | |
| 28 | | |
| TOTAL FROM OTHER SIDE OR ATTACHED LIST | | |
| ← PLEASE RE-ENTER TOTAL HERE → | ← | → |

WASHINGTON FAMILY, CAREER & COMMUNITY LEADERS OF AMERICA
 DEPT. OF HUMAN DEVELOPMENT, WSU
 P.O. BOX 644852, 501 JOHNSON TOWER
 PULLMAN, WA 99164-4852

WASHINGTON FEDERAL
 425 E. Main Street
 Pullman, WA 99163

USE ROUTING NUMBER FROM YOUR CHECKS FOR AUTOMATIC PAYMENTS. || CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

⑆324170085⑆ 345 7029266⑆

DEPOSIT TICKET TOTAL ITEMS

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

92-7008/3241

RE-ENTER GRAND TOTAL IN SCREENED BOXES

Deposit Receipt

A receipt is issued by the bank verifying the amount of the deposit and the date it was made. It is necessary for the state adviser to have this receipt as the official record that the deposit was made. When you receive the Deposit Receipt:

- Write the Region number and purpose of the deposit (i.e. Region 6 – Scholarship) on the on the receipt.
- Make a copy of the receipt for your records.
- Mail the original receipt, with the Deposit Form and a copy of the Deposit Ticket to the state adviser.

Example of Deposit Receipt

Washington Federal.
invested here.

Pullman – Pullman Office
425 E. Main Street
Pullman, WA 99163
(509) 334-4009
5/1/2014 4:54:48 PM
Effective Date: 05/01/2014
8506*6000*0051

Checking Deposit

Account: XXX-XXX926-6
Amount: \$5,167.00

Cash Amount: \$0.00
Check Amount: \$5,167.00

Cash Back: \$0.00

Transactions posted may not be immediately visible
in online banking or for use with a debit card.

Thank you for banking with Us.

Completed Deposit Record to send to State Adviser Washington FCCLA Deposit Form

TO: Washington FCCLA
 Department of Human Development
 Washington State University
 501 Johnson Tower/PO Box 644852
 Pullman, WA 99164-4852
fccla@wsu.edu
 509/335-2935
 509/335-2456 - fax

Region 4

Date 3/14/14

FROM: Michelle Green
South Lake High School

TEL. #: _____

Amount of Deposit \$ \$180.00 for Meeting

Amount of Deposit \$ _____ for Scholarship

Amount of Deposit \$ _____ for Charitable

Name of Organization _____
Submit check request with copy

Signed: _____
 Vice President of the Region

Signed: _____
 Adviser to the Vice President of the Region

WASHINGTON FAMILY CAREER & COMMUNITY LEADERS OF AMERICA
 DEPT. OF HUMAN DEVELOPMENT, WSU
 P.O. BOX 644852, 501 JOHNSON TOWER
 PULLMAN, WA 99164-4852

DATE 3/14/2014

| | DOLLARS | CENTS |
|--|---------|-------|
| CURRENCY | 60 | 00 |
| COINS | | |
| TOTAL CASH | | |
| CHECKS | | |
| 1 <u>WUSD #9277</u> | 30 | 00 |
| 2 <u>WUSD #44831</u> | 30 | 00 |
| 3 <u>WUSD #4441</u> | 30 | 00 |
| 4 <u>WUSD #4438</u> | 30 | 00 |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
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| 26 | | |
| 27 | | |
| 28 | | |
| TOT. SIDE C | | |
| RE-ENTER GRAND TOTAL IN SCREENED BOXES | | |

WASHINGTON FEDERAL
 425 E. Main Street
 Pullman, WA 99163

\$ 180.00

Region 4 Registration

Washington Federal.
invested here.

Pullman - Pullman Office
 425 E. Main Street
 Pullman, WA 99163
 (509) 334-4009
 3/14/2014 3:38:43 PM
 Effective Date: 03/14/2014
 8506*6000*0031

Checking Deposit
 Account: XXX-XXX926-6
 Amount: \$180.00

Cash Amount: \$60.00
 Check Amount: \$120.00

Cash Back: \$0.00

Transactions posted may not be immediately visible in online banking or for use with a debit card.

Thank you for banking with Us.

Region 4 Registration

- Complete separate deposit slips for each type of deposit (registration, scholarship funds, charitable contributions)
- Attach original bank deposit receipts (write regional number on receipt)
- Make copies of all forms for your records
- Send all forms (WA-FCCLA Deposit Form, copy of deposit ticket, original deposit receipt) to state adviser within one week of making deposit

**Washington FCCLA
Check Request**

TO: Washington FCCLA
Department of Human Development
Washington State University
501 Johnson Tower/PO Box 644852
Pullman, WA 99164-4852
fccla@wsu.edu
509/335-2935
509/335-2456 - fax

Region _____

Date _____

FROM: _____

TEL. #: _____

Amount of check requested \$ _____

Made out to: _____

Address _____

Reason for payment (food, building, speaker, supplies, postage, printing/copying):

Signed: _____
Vice President of the Region

Signed: _____
Adviser to the Vice President of the Region

Attach invoice, receipt(s) indicating full payment, or letter requesting honorarium

Letter Requesting Honorarium

Before a check may be written to cover expenses related to an FCCLA activity, an invoice, a receipt showing full payment (0 balance), or a letter requesting payment of an honorarium must be presented to the WA-FCCLA office with a completed Check Request.

If your event is held at a church that does not provide an invoice for use of the space or for custodial services, but a verbal request is made for a donation to cover those costs, then a letter requesting an honorarium must be written by the Vice President of the Region and Adviser to the Vice President of the Region. The letter indicates that the Vice President of the Region and his/her adviser have discussed the use of regional funds with the other regional chapters, and that all are in agreement that an honorarium is to be paid from the registration costs to the organization (in this case a church). An example of such a letter follows:

On WA-FCCLA letterhead:

*Washington FCCLA
Department of Human Development
Washington State University
501 Johnson Tower/PO Box 644852
Pullman, WA 99164-4852*

October 7, 2015

Dear (name of state adviser):

The state officers and advisers of Region 11 request that an honorarium of \$100.00 be paid to the (name of church/organization). The honorarium will cover use and clean up of the Church for the Fall Regional Meeting held on October 5, 2015.

The decision to pay an honorarium, and the amount of the honorarium was discussed and approved by the chapters of Region 11. Please use this letter, which is accompanied by a Check Request, in lieu of an invoice for these services.

Respectfully,

*Name of Officer
Vice President, Region 11*

*Name of Officer's Adviser
Region 11*

Washington FCCLA Regional Financial Register -- Regional Sample

Region 11
2015-2016

Record only income and expenses associated with implementation of the regional events (NOT scholarships or charitable contributions)

| Date | Transaction | Purpose | Amount Deposited | Amount of Check Requested | Balance |
|----------|--------------------------------|--------------------------------|------------------|---------------------------|-------------------|
| 10/13/14 | Deposit | Fall Meeting Reg. | \$1,008.00 | | \$1,008.00 |
| 4-28-15 | Check Request: Laura Rohr | Reimburse expenses STAR Events | | \$183.38 | \$824.62 |
| 4-30-15 | Check Request: Merchant Patrol | Security - spring meeting | | \$120.00 | \$704.62 |
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Signed: _____
Vice President of the Region

Signed: _____
Adviser to the Vice President of Region

**Washington FCCLA
Regional Financial Register**

**Region _____
2015-2016**

Record only income and expenses associated with implementation of the regional events (NOT scholarships or charitable contributions)

| Date | Transaction | Purpose | Amount Deposited | Amount of Check Requested | Balance |
|-------------|--------------------|----------------|-------------------------|----------------------------------|----------------|
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Signed: _____
Vice President of the Region

Signed: _____
Adviser to the Vice President of the Region

Invoicing Schools for Regional Events

More often schools are requiring that an invoice for payment be sent before registration costs may be paid for regional events. If you are asked to provide an invoice, you may use the next page to generate the invoice process.

An official invoice for WA-FCCLA can only be generated from the state adviser's office, so that it is in the system and the system is then prepared to receive payment. Complete a copy of the following page for each school requiring an invoice, and fax these to the WA-FCCLA office so that the state adviser may generate an official invoice for the event. Please fill in all parts of the invoice (number of students, registration costs, region number, date of event, etc.). When you fax the forms to the WA-FCCLA office, please call and/or e-mail to let the state adviser know that the forms are on the way, and alert him/her of any deadlines that must be met – provide at least a week for this process to be completed.

Payment for WA-FCCLA Events

WA-FCCLA does not accept personal family checks from FCCLA members. Payment must come to the organization in the form of a school/district check or PO, cash, cashier's check or money order. A personal check from a chapter adviser may be accepted for a regional event, but the practice is not recommended. Any adviser whose check is returned due to non-sufficient funds may not use this option in the future.

SAMPLE INVOICE

Washington FCCLA
 Department of Human Development
 Washington State University
 501 Johnson Tower/PO Box 644852
 Pullman, WA 99614-4852
 509/335-2935
 509/335-2456 fax

Invoice for Regional FCCLA Events

Sold To:

Send Payment To:

| Purchase Order Number | Event Date | Invoice Date | Payment Due | |
|-------------------------|--------------------|--------------|----------------|--|
| Quantity | Event/Participants | Unit Price | Extended Price | |
| | | | | |
| Total Amount Due | | | | |

Financial Report Form

Region: _____ Date: _____

Event: _____

Regional Account

Income

Registration.....\$ _____ (A)

Expenses

Supplies.....\$ _____

Building.....\$ _____

Food.....\$ _____

Speaker.....\$ _____

Printing/copying.....\$ _____

Postage.....\$ _____

Other.....\$ _____

Total Expenses.....\$ _____ (B)

Balance for this event (A - B).....\$ _____ (C)

Other Income

Scholarship Fund.....\$ _____

Charitable Contribution.....\$ _____

Name of Organization: _____

Signed: _____

Vice President of the Region

Signed: _____

Adviser to the Vice President of the Region

Send a copy of this form to the State FCCLA Office within two weeks of each regional event.

Washington FCCLA
Department of Human Development
Washington State University
501 Johnson Tower/PO Box 644852
Pullman, WA 99164-4852

fccla@wsu.edu
509/335-2935
509/335-2456 - fax

Reimbursement for State Officer & Adviser Travel and Housing Expenses Procedure

Travel and housing expenses are covered for state officers and state officer advisers for established executive council and advisory board meetings. You may expect the following to be covered and/or reimbursed.

Spring (May) Executive Council and Advisory Board Meeting:

- Housing paid for directly by the state association
- On-site meals paid for directly by the state association.
- Round trip mileage from home community to meeting site reimbursed at current Washington state mileage rate.

National Leadership Conference

- State association pays \$125 toward housing and \$25 Leadership Academy for the State Officer. All other expenses are the adviser/school and students responsibility.

Winter (November) Executive Council and Advisory Board Meeting:

- Housing paid for directly by the state association
- On-site meals paid for directly by the state association.
- Round trip mileage from home community to meeting site reimbursed at current Washington state mileage rate.

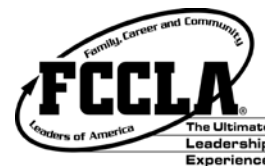
Spring Executive Council and Advisory Board Meeting prior to State Conference

- Advisory Board members hotel paid for directly by state association for the night of the board meeting. Advisory Board members share rooms, two to a room.
- State Officer hotel paid for directly by the state association for the day of the Executive Council Meeting and the entire state leadership conference if housed with other state officers.

State Officers must register for the state leadership conference but do not need to pay the conference registration or meal fees, these items will be covered by the state association. State officers who are participating in STAR Events must pay the STAR Events fees.

- The state does not cover mileage as this meeting is in conjunction with the State Leadership Conference.
- The state does not cover meals during the Spring Executive Council meeting
- State Officer Conference meals are covered starting with Wednesday lunch – Thursday banquet.

Washington FCCLA Reimbursement Form



Name: _____

Home Address: _____

City: _____ Zip _____

School: _____

School Address: _____

City: _____ Zip _____

School Phone: _____ E-mail: _____

Event:

Dates:

Spring Executive Council/Advisory Board Meeting _____

Location: _____

Winter Executive Council/Advisory Board Meeting _____

Location: _____

Mileage Claim (_____ miles RT @ _____) \$ _____

Meal (include receipt showing full payment--\$0 balance) \$ _____

Total Reimbursement \$ _____

Submitted by (signature): _____

Approved for payment (signature): _____

Payment made (date): _____ Check Number: _____

Payment Denied (signature): _____

Reason for Denial of payment: _____

- Please use separate forms for personal and school reimbursements.
- All claims must be submitted within 30 days of the event for reimbursement. Payment of any claims submitted beyond the 30-day limit will be made at the discretion of the state administrator. Claims submitted after the close of the current fiscal year (August 20) will not be reimbursed.

Section IV

**Event Specific
Liability Insurance**

Liability Insurance for Specific Events

A site utilized for an FCCLA event may request that the organization provide liability insurance for that event, rather than having the site as the primary bearer of liability. WA-FCCLA purchases a liability policy through the National FCCLA office; B&T Chaney is the insurer. An application for a rider to cover a specific regional event must be completed at the beginning of the academic year when the liability policy is renewed. A date will be provided by the state adviser/executive director. Plan to have all of the information gathered by mid-August. If the site you must use for an FCCLA regional event requires such insurance, complete the following activities:

- Complete the form below and fax it to the state advisers' office (509/335-2456)
- Contact the state adviser by telephone or e-mail to provide notice that the form has been sent (509/335-2935 or fccla@wsu.edu).
- Plan for an insurance "bill" of about \$100.00 to be charged to the region.

Application for Liability Insurance Rider for Regional FCCLA Event

Region _____ Date of Event _____

Adviser Contact for the Region _____

Telephone Number _____

FAX Number _____

E-mail _____

Event Location (name of place) _____

Mailing Address _____

Street Address _____

City, Zip Code _____, WA _____

Contact Person at Site (name) _____

Telephone Number _____

FAX Number _____

E-mail Address _____

Minimum liability insurance required by site: \$ _____

Approximate number of people attending _____

Section V

Fall Regional Leadership Meeting

FCCLA Regional Budget Proposal 20__-20__

Region: _____

Vice President of the Region: _____

Adviser to the Vice President of the Region: _____

Revenues: List anticipated income

| | |
|--|-----------|
| Registration Fees for Fall Leadership Conference | \$ |
| Registration Fees for Spring STAR Events | |
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| Total Income | \$ |

Expenses: List anticipated expenses

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| Total Expenses | \$ |

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|--------------------------|--------|
| Plus Total Income | “+” \$ |
| Minus Total Expenses | “-” \$ |
| Ending Balance for 13-14 | \$ |

This form can be found electronically on <http://wa-fccla.org>. E-mail a copy of this form to the State FCCLA Office at fccla@wsu.edu.

Sample Fall Regional Leadership Meeting Format

- I. Opening Ceremony
- II. Flag Ceremony
- III. Thought for Day and/or Emblem Ceremony
- IV. Greeting or Welcome
- V. Roll Call
- VI. Introductions
- VII. Purpose of the Meeting
- VIII. Program (Speaker, Workshops etc.)
- IX. Business Meeting
 - A. New Business
 1. Upcoming meeting dates and places.
 2. Upcoming deadlines for recognition opportunities, publications etc.
 3. Explanation of duties and responsibilities of state officers—encourage members to run.
 4. Regional business, if any.
- X. Report of National Leadership Conference
- XI. Program of Work Presentation
- XII. Other
- XIII. Closing Ceremony

Sample

Fall Regional Leadership Meeting Schedule

| | |
|-------|--|
| 9:00 | Registration |
| 9:30 | Opening Ceremony (i.e. creed, flag, introductions, roll call, updates) |
| 10:00 | Parliamentary Procedure demonstration |
| 10:20 | STAR Events workshops |
| 10:50 | Business Meeting |
| 11:00 | Mixers/energizers |
| 11:25 | Awards and door prizes |
| 11:45 | Lunch |
| 12:20 | Speakers |
| 2:00 | Dismissal |

Sample

Letter to Announce Regional Leadership Meeting

Dear FCCLA Adviser and Chapter President:

This letter is to inform you of the Region ____ meeting to be held at _____ on _____ (month) _____, 20 _____. We hope you and your chapter members will be able to attend.

The meeting will begin promptly at _____ (time) with registration beginning at _____ (time) and will adjourn at _____ (time) _____. The theme for this year's meeting is _____.

Registration will be _____ (amount) per person. NO REFUNDS WILL BE MADE. Please mail this amount by _____ (date) to _____ (officer's name) _____, Region _____ Vice President, _____ (high School) _____, _____ (address) _____, _____ (city) _____, Washington _____ (zip) _____.

Pre-registration is necessary in order to plan for space, facilities and supplies.

Thank you for helping to contribute to the overall success of this meeting. Your assigned duty is: _____ . If for some reason you cannot complete this duty. Please let us know as soon as possible.

Please make arrangements immediately with school officials to clear the fall regional leadership meeting date to eliminate conflicts. Each chapter should come well prepared to take its part in the program. Please take time to read "Responsibilities of Chapters Attending Regional, State or National Leadership Conference" in the Chapter Adviser Handbook.

Please fill out the enclosed reservation form and return it WITH YOUR PAYMENT to _____ (officer name) _____, Vice President of Region _____, _____ (high school) _____, _____ (address) _____, _____ (city) _____, Washington _____ (zip) _____.

Sincerely,

(Signature)

(name)

Vice President of Region _____

Enclosures: Registration form
 "Responsibilities of Chapters Attending Regional, State or
 National Conferences"

Sample Script for Regional Leadership Meeting

(This is a sample script that may include portions of the meeting that your region may or may not include. Feel free to edit this to meet your needs.)

Opening Session 9:30-9:50

OFFICER'S NAME: **Personal Introduction**

"Welcome to our Fall 20__ Region _____ Leadership Meeting. My name is _____, Family, Career and Community Leaders of America _____ (office) _____ for Region _____. I attend _____ school.

OFFICER'S NAME: **Personal Introduction/Call Meeting to Order**

"Hello, I am _____, FCCLA _____ (office) _____ for Region _____. I attend _____ school.

The purpose of this meeting is: to help members become acquainted with FCCLA, to emphasize the importance of exchange of FCCLA suggestions for strengthening chapters' programs of work, to provide opportunities for FCCLA members to become acquainted with each other, and to conduct official business.

The FCCLA Fall Regional Leadership Meeting for Region _____ will now come to order.

(RAP GAVEL)

STUDENT'S NAME: **Creed**

"Please stand and repeat the creed. You will find the creed printed in your program. Please remain standing after the creed for the flag ceremony. The flag ceremony will be presented by _____."

(READ CREED AND FLAG CEREMONY)

STUDENT'S NAME: **Guest Introductions**

"We have some special guests here with us today, and we would like to introduce them. Please stand when I call your name:

_____ Name(s) _____, _____ Title(s) _____

STUDENT'S NAME: **Roll Call and Recognition**

"For roll call, will each chapter please have 2 representatives stand to report the number of members present, introduce your adviser, and have your delegation stand for recognition. _____ chapter will conduct the roll call."

10:20-10:40 STUDENT'S NAME: **General Workshops**

(List workshop names and locations)

"Remember that all members are required to attend a workshop. This is your chance to deposit the signature page from your program in the box on the stage."

WORKSHOPS

10:50-11:10 STUDENT'S NAME: **Business Meeting**

"The business meeting will now come to order. I would like to announce the upcoming events:

CLUSTER MEETING
REGIONAL STAR EVENT COMPETITION
FCCLA WEEK
STATE LEADERSHIP CONFERENCE
NATIONAL LEADERSHIP CONFERENCE

STUDENT'S NAME: **National Leadership Conference Report**

"The _____ FCCLA National Leadership Conference was held in _____, on _____ (date) _____. Washington State had # _____ of delegates attend national leadership conference along with # of advisers and # of guests. Our region had great representation. Would all the students and advisers who attended National Leadership Conference please stand up and be recognized?"

11:10-11:20 STUDENT'S NAME: **Energizers and Mixers**

11:20-11:45 STUDENT'S NAME: **Awards/Door Prizes**

OFFICER'S NAME: **Lunch**

"Would all chapter presidents please bring your lunch and meet in _____ with me during lunch break."

OFFICER'S NAME: **Lunch**

"For lunch, please stay in the immediate outside area or inside the room. We will be starting again promptly at 12:20. Please don't be late for the _____ presentation. When you are finished, please pick up around you. Enjoy your lunch!"

12:20-2:00 STUDENT'S NAME: **Closing Session**

"I would like to introduce _____."

(Give a brief description of presenter(s))

PRESENTER

STUDENT'S NAME: **Closing Remarks**

(Thank presenter(s) for the presentation)

"We hope you had a great regional leadership meeting and wish you a safe trip home. Please clean up your area before leaving."

Fall Regional Leadership Meeting Report

Region _____ Date _____

Meeting Highlights:

Suggestions for Improvement:

What FCCLA purposes were highlighted?

What aspect(s) of the Washington FCCLA Program of Work were highlighted?

How did this region's program reinforce/teach 21st Century Skills?

Chapter Attending # of Members # of Advisers # of Guests

| Chapter Attending | # of Members | # of Advisers | # of Guests |
|-------------------|--------------|---------------|-------------|
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Totals _____

This form can be found on wa-fccla.org. Electronically attach a copy of the program and minutes and E-mail one copy to the state adviser within two weeks of the event, keep one copy for your brief case and e-mail one copy to the state secretary.

Fall Regional Leadership Meeting Financial Report Form

Region: _____

Meeting Date _____

Income Related to Meeting Implementation

Total Collected for registrations @_____ \$_____ (A)

List chapters and amount received from each on separate sheet.

Conference Expenses

| | |
|----------------------------|----------|
| Supplies (Consumable)..... | \$ _____ |
| Building | \$ _____ |
| Food | \$ _____ |
| Speaker | \$ _____ |
| Programs | \$ _____ |
| Postage..... | \$ _____ |
| Other | \$ _____ |

Total Amount Spent \$_____ (B)

Balance (Take A - B) \$_____ (C)

Other Income

Amount collected/raised for Scholarship fund\$ _____

Amount collected/raised for Charitable Contribution.....\$ _____

Submit Check Request with complete mailing information

Signatures

Vice President of the Region

Adviser to the Vice President of the Region

Date

This form can be found at wa-fccla.org. E-mail a copy of this form to the State FCCLA Office within two weeks of Fall Regional Leadership Meeting.

Washington FCCLA
Department of Human Development
Washington State University
501 Johnson Tower/PO Box 644852
Pullman, WA 99164-4852

Responsibilities of Chapters Attending Regional, State or National Conferences

1. Answer all e-mails and inquiries fully and promptly. Complete all tasks early. Remember others are depending on you to do your work by the due date so they can complete their tasks on time.
2. Mail chapter registration forms and all monies to the appropriate person. Read and follow all instructions in meeting registration packets.
3. Mail names of members participating in the program objectives by due date.
4. Review the tentative agenda and program objectives before you leave home.
5. Bring all posters, manuals, etc. with you and assign someone to set up any displays.
6. Plan to participate in all events and get involved in activities.
7. As a chapter, discuss candidates for office and other items scheduled for the business meeting. Select a chapter member to serve as a voting delegate to cast the chapter's votes for officers and to vote on other business.
8. Delegate someone with the responsibility of taking all your materials home after the meeting.
9. If your chapter has an assignment, be sure to carry out this responsibility in a way that will build chapter pride. Carry out your part of the program within the allotted time.
10. If your chapter cannot carry out your assignment, notify the meeting leaders immediately.
11. Stress that when chapter members travel, they are representatives of their families, their school, their community and the Washington Family, Career and Community Leaders of America. Chapter member's image and actions bring pride to all whom they represent.
12. The **FCCLA Dress Codes IS in effect at all Regional, State and National Conferences**. As an adviser it is **your responsibility** to be sure that you and your chapter members are dressed according to the FCCLA Dress Code.
13. Stay until the conclusion of each meeting and the day's program. It is good manners to do so.
14. If you are attending a regional leadership meeting, contact a school nearby which does not have an FCCLA chapter and invite a few interested students to be your guests.

Section VI
Regional STAR Events

SAMPLE

STAR Events Regional Leadership Planning Meeting Agenda for Winter Exec.

Winter Executive Council:

1. Confirm Regional STAR Event Meeting Date _____

Place _____

Time _____

2. Set Officer Planning Meeting Date _____

Place _____

Time _____

- Determine Officer Responsibilities
- Plan method of recognition for Regional STAR Events

- Prepare letters and registration materials
- Brainstorm and gather suggestions of ideas from advisers for Spring Meeting.

- If needed, decide which officer will be in charge of elections.

SAMPLE

Regional STAR Event Planning Meeting Agenda

Regional STAR Event Planning Meeting:

All STAR Event participants and volunteers **MUST** be affiliated to participate in Regional STAR Events. Start early, affiliate on-line. Plan to check for affiliation.

- Finalize agenda, goals, timelines, theme, sessions, competitions, evaluators and etc.
- Design program.
- Adapt and practice script.
- Review / clarify responsibilities.
- Set due date for registration.
- Set fees based on expenses.
- Arrange for food for the meeting.
- Review State Officer assignments.

Regional STAR Events Activities Management Checklist

For further information about planning and operations of Regional STAR events refer to the ***STAR Events Management Manual***. Many forms and checklists are available in the ***STAR Events Management Manual***.

BEFORE STAR EVENTS:

- ___ 1. Secure facilities for STAR Events session.
 - Identify on-site resource person (see **Facilities Guide** and **Supplies and Equipment**)

- ___ 2. Prepare materials for mailing
 - Complete letter to chapter advisers.
 - Copy letter and the *Register My Chapter* directions for each adviser in region:

- ___ 3. Mail/e-mail chapter registration information by the first or second week in January.

- ___ 4. Run master list of participants, evaluators, room consultants, and monitors from Register My Chapter.

- ___ 5. State officer advisers and State officers meet to
 - Verify the number of participants from ***“Register My Chapter”***
 - Use event information in the **STAR Events Management Manual**
 - Assign evaluators and compile master list.
 - Recruit additional evaluators as needed.
 - Assign room consultants, monitors, and receptionists.

- ___ 6. Develop **Master Schedule** with room assignments. (Using Register My Chapter)
 - Duplicate **Master Schedule** for each participant, evaluator, room consultant, monitor, receptionist, and expected guest.
 - Copy the building map noting rooms used and have available at registration desk.

- ___ 7. Make room signs (consider special requests, i.e. outlets, accessibility).

- ___ 8. Make **time cards** for each event

- ___ 9. Prepare registration verification emails for each chapter:
 - Directions/map for meeting site.
 - Copy of **Master Schedule**
 - Assignments of evaluators and other volunteers
 - Assign tasks to chapter’s i. e.

- name tags
- refreshments
- hosting
- registration
- other

___ 10. Prepare and mail/email information for ADULT evaluators.

___ **Evaluator Instructions**

___ Copy event criteria and Master Schedule

___ Mail to adult evaluators

___ 11. Obtain certificates for participants, evaluators, room consultants, monitors, Receptionists, and chapters from the state adviser or develop in region. A sample is found in *The Ultimate Leader Handbook*.

___ 12. Prepare certificates using master lists and have additional certificates for corrections.

- Put in participants' names
- Sign

___ 13. Purchase/obtain from state office gold/silver/bronze stickers

___ 14. Obtain supplies

___ 15. Make specific plan for each STAR Events session including person responsible.

- Orientation
- Training Session: Evaluators, Room Consultants and Monitors, Competitors
- Recognition

___ 16. Duplicate materials for conducting STAR Events.

- Color code **Rubric Sheets** – one copy for each evaluator multiplied by the number of individuals or teams.
Color code **Point Summary Sheets** – two copies for each team (one goes back to the school w/ the rubric sheet, the other you will keep)
- **Tally Sheets** – one copy per team - you keep that with one copy of the Point Summary Sheet. (Tally Sheets are printed from Register My Chapter.
- **STAR Events Feedback Form** (found in the STAR Events Management Manual) – one for each person attending STAR Events
- Master list or program (copy for everyone)
- Agenda/s (one for each assistant)

___ 17. Duplicate event specific materials (sent to you by FCCLA coordinator).

- Case situations for Advocacy
- Case situations for Applied Math for Culinary Management
- Case situations for Hospitality, Tourism & Recreation
- Case situations for Early Childhood Education
- Handouts for Parliamentary Procedure
- Case studies for Promote & Publicize

____ 18. Assemble folders for each of the following:

- Evaluators
- Room Consultants
- Monitors
- Clerks

____ 19. Arrange for photo and media coverage at the recognition session.

Day of Regional STAR Events Checklist

- ___ 1. Set up the STAR Events Information Center.
- ___ 2. Supervise **sign in**.
 - Organize entry materials for room consultants.
 - Provide on-site registration for special guests.
 - Delegate duties as listed below in number six.
- ___ 3. Conduct orientation session using **Orientation Session Agenda**
- ___ 4. Conduct evaluator-training session using **Evaluator Training Session Agenda**
- ___ 5. Oversee all events.
- ___ 6. Collect all rubrics, Point Summary and Tally Sheets and check for accuracy.
 - Oversee score verification – may need to total and average scores.
 - Designate STAR Events ratings.
 - Affix Bronze/Silver/Gold rating to certificates.
 - Record scores on **Tally Sheets**.
- ___ 7. Organize **STAR Event materials** (file folders, portfolios, and all rating sheets by chapter). **Request that each chapter adviser bring an empty box, labeled with the chapter name and region, to sort and hold materials.**
 - **Staple 1 copy of the Point Summary Sheet to the Rubric to return to the school**
 - Arrange time and place for advisers to pick up their box at the end of the session.
- ___ 8. Conduct **Recognition Session** and hand out certificates to participants, evaluators, room consultants, monitors, receptionists, and chapters.

Following Regional STAR Events Checklist

- ___ 1. Enter scores in *Register My Chapter* Conference Management System **within two days of the event**.
- ___ 2. E-mail Results Report and Qualifiers Report to Coordinator/State Office
- ___ 3. Send “thank you” letters to evaluators, room consultants, monitors, receptionists, and others as needed.
- ___ 4. Summarize the results from the **STAR Events Feedback** and make recommendations for change.
- ___ 5. E-mail copy of the STAR Events Feedback summary and recommendations to the state adviser.

**Regional STAR Events
Financial Report Form**

Region: _____

Meeting Date _____

Income Related to Conference Implementation

Total Collected for registrations @_____ \$_____ (A)
List chapters and amount received from each on separate sheet.

Conference Expenses

| | |
|----------------------------|----------|
| Supplies (Consumable)..... | \$ _____ |
| Building..... | \$ _____ |
| Food..... | \$ _____ |
| Speaker..... | \$ _____ |
| Programs..... | \$ _____ |
| Postage..... | \$ _____ |
| Other..... | \$ _____ |

Total Amount Spent \$_____ (B)

Balance (Take A - B) \$_____ (C)

Signatures

Vice President of the Region

Adviser to the Vice President of the Region

Date

This form can be found on wa-fccla.org. E-mail a copy of this form to the State FCCLA Office within two weeks of Regional STAR Events.

Washington FCCLA
Department of Human Development
Washington State University
501 Johnson Tower/PO Box 644852
Pullman, WA 99164-4852

Report for Regional STAR Event Competition

Region: _____

| <i>Chapter</i> | <i># of Members</i> | <i># of Advisers</i> | <i># of Guests</i> |
|----------------|---------------------|----------------------|--------------------|
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| <i>Events</i> | <i># of Entries</i> | <i># GOLD</i> | <i>#SILVER</i> | <i># BRONZE</i> |
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| TOTALS | | | | |

Number of Adult Evaluators _____

Number of Student Evaluators _____

Assessment:

What went well?

Suggestions for Next Year?

This form is found on wa-fccla.org. E-mail a copy of this form to the state adviser within two weeks of the event.



*Washington Family, Career &
Community Leaders of America
Region*

Recognizes

First Name Last Name

School Name

Event or Volunteer Title

Event Date

For Participating in Regional **STAR** Events
Students **T**aking **A**ction with **R**ecognition



Rating

State Officer

Section VII

Spring Regional Leadership Meeting / Elections
Occurs during State Leadership Conference

Spring Regional Leadership Meeting Planning Guide ***Meeting occurs During State Leadership Conference***

❖ Planning begins during Winter Executive Council

- Vice Presidents of the Regions
 - a. Select objectives
 - b. Draft tentative agenda
- Named State Officer
 - a. Review bylaws and policies governing election of officers.
 - b. Review deadlines for receiving officer nominations.
 - c. Plan ways for candidates to present themselves during meeting (impromptu questions, skits, posters, etc.).
- Officers and Advisory Board Members of each region
 - a. Confirm date, place and time of meeting.
 - b. Review and determine responsibilities of each officer and adviser.

❖ Planning continues after Winter Executive Council

- Vice Presidents of the Regions
 - a. Send invitation to all schools in region. The announcement should include:
 - Date, time and place of meeting
 - Duties of each chapter
 - Location if possible of meeting
 - b. Send letters announcing election of officers. These letters are sent to you in January by the state adviser.
 - c. Appoint two FCCLA members to serve as secretaries for meeting. Ask them to take minutes of the meeting and record roll call (actual number of chapters, advisers, members and guests in attendance).
 - d. Prepare ballots for election of officers
 - e. Prepare tabulation sheet for voting.
 - f. Review all officer candidate applications and see that they are complete and that each candidate is qualified.
 - g. Follow all bylaws and policies concerning election of officers.
 - h. Notify each candidate that his or her application has been accepted, needs further information or has been rejected.
- Named State Officer
 - a. Prepare typed copy of script for spring regional meeting and make four copies.

❖ **During Spring Regional Meeting**

- Vice President of the Region and Named State Officer
 - a. Preside at meeting. Start and close on time.
 - b. Use official ceremonies for opening and closing meeting.
 - c. Follow script as planned.
 - d. Meet with all officer candidates before the meeting begins and review the procedure for elections.
 - e. Inform delegates of election procedure and ask that all voting delegates sit in a designated area.
 - f. Present candidates as planned.
 - g. Conduct election; appoint a committee to tabulate votes.
 - h. Present recognition ribbons to all chapters that have applied.

❖ **Following the meeting**

- Write thank you notes.
- Complete required reports and turn them in to the state adviser before the end of state meeting.
 - a. Minutes
 - b. Roll call (actual numbers)
 - c. Financial report
 - d. One copy of program
- Place one copy of each in officer briefcase for next year's officer.
- Following the Spring Regional Meeting, provide the following to the state adviser:
 - a. ***Elected Officers Form*** with names and chapters
 - b. Election ballots
 - c. All information, correspondence, applications regarding all candidates for all offices. (This may be sent to the state adviser earlier.)

Sample Letter to Announce Spring Regional Leadership Meeting

Suggested letter to be sent by vice president of the region to each chapter in the region announcing the Spring Regional Meeting.

The request for a chapter to assume a special responsibility and the business to be considered at the meeting should accompany or be included in this letter.

Send this announcement letter on FCCLA letterhead at least one month before the actual meeting.

Dear FCCLA Adviser and Chapter President:

This letter is to inform you of the Region ____'s Spring Regional Meeting to be held at _____ on April ____, 20___. We hope you and your chapter delegates will be able to attend.

The regional meeting will begin promptly at _____p.m. and will adjourn around _____p.m.

At this meeting we will be electing new state officers for our organization, so please come prepared to listen to the candidates' presentations. Following their presentations and question session, your chapter's voting delegates will be asked to caucus with chapter delegates to discuss. The chapter's voting delegates will be the only ones to actually cast a ballot.

Each chapter is asked to come prepared to present a five minutes presentation of their chapter's year in review. You may choose to do this in any manner that your members prefer.

We will also be recognizing chapters for their accomplishments with ribbon presentations. Please make sure that your ribbon application has been submitted to the state adviser by the deadline.

If you have any further questions or concerns, please contact me.

Sincerely,

Signature

Vice President, Region ____

SAMPLE

Spring Regional Leadership Meeting Agenda

- I. Opening Ceremony (Optional since the session had an opening)
- II. Flag Salute (If you have a flag in your room)
- III. Thought for Day or purpose of meeting
- IV. Greeting or Welcome
- V. Roll Call
- VI. Introductions
- VII. Introduction of Officer Candidates
- VIII. Presentation of Candidates
- IX. Business Meeting
 - a. New Business
 1. Upcoming meeting dates and places
 2. Regional business, if any.
 3. Election of state officers.
- X. Recognition of Chapters
- XI. Other
- XII. Closing Ceremony

Sample

Script for Spring Regional Meeting at State Leadership Conference

Opening Session

OFFICER'S NAME: **Personal Introduction**

"Welcome to our Spring 20__ Region _____ Leadership Meeting. My name is _____, Family, Career and Community Leaders of America _____ (office) _____ for Region _____. I attend _____ school.

OFFICER'S NAME: **Personal Introduction/Call Meeting to Order**

"Hello, I am _____, FCCLA _____ (office) _____ for Region _____. I attend _____ school.

The purpose of this meeting is: to recognize chapters for their achievements, review any bylaw change proposals, and to elect officers.

The FCCLA Spring Regional Leadership Meeting for Region _____ will now come to order.

(RAP GAVEL)

STUDENT'S NAME: **Creed**

"Please stand and repeat the creed. You will find the creed _____.

(READ CREED)

STUDENT'S NAME: **Roll Call**

"For roll call, will each chapter please have 2 representatives stand to report the number of members present, introduce your adviser, and have your delegation stand for recognition. _____ chapter will conduct the roll call."

(ROLL CALL)

STUDENT'S NAME: **Accomplishment Ribbons/Recognition**

Every year Advisers can send in an Accomplishment Ribbon Form to the state office showing what FCCLA activities they have completed during that year. It is our pleasure to now recognize those chapters with the ribbons for their accomplishments.

When I call your Chapter's name, please send a representative to the front to collect your ribbons.

STUDENT'S NAME: Bylaw Proposal

This year the Executive Council is making the following Bylaw Proposal:

The reason for this proposal is:

Are there any questions about this proposal?

Your voting delegate should have signed in at the voting delegate meeting tonight prior to Opening Session. Please discuss this proposal with your delegates and make sure your voting delegate comes to closing session on Friday prepared to cast the vote for your chapter.

STUDENT'S NAME: Elections

(See/Insert Elections Script in Ultimate Leader Handbook)

STUDENT'S NAME: Other Business/Activities

-

-

-

-

-

-

(Add in Mixers/Energizers where desired)

Spring Regional Leadership Meeting Report

Region _____ Date _____

Meeting Highlights: _____

Suggestions for Improvement: _____

Chapter Attending # of Members # of Advisers # of guests

| Chapter Attending | # of Members | # of Advisers | # of guests |
|-------------------|--------------|---------------|-------------|
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Totals _____

This form can be found on <http://wa-fccla.org>. Electronically attach a copy of the program and minutes and E-mail one copy to state adviser, keep one copy for your brief case.

Spring Regional Leadership Meeting Financial Report Form

Region: _____

Meeting Date _____

Income Related to Conference Implementation

Total Collected for registrations @_____ \$ _____ (A)
 List chapters and amount received from each on separate sheet.

Conference Expenses

| | | |
|-----------------------------|----|--|
| Supplies (Consumable) | \$ | |
| Building..... | \$ | |
| Food | \$ | |
| Speaker | \$ | |
| Programs | \$ | |
| Postage | \$ | |
| Other | \$ | |

Total Amount Spent \$ _____ (B)

Balance (Take A - B) \$ _____ (C)

Other Income

Amount collected/raised for Charitable Contribution \$ _____
Submit Check Request with complete mailing information

Signatures

Vice President of the Region

Adviser to the Vice President of the Region

Date

This form can be found on wa-fccla.org. E-mail a copy of this form to the State FCCLA Office within two weeks of Spring Regional Meeting.

Washington FCCLA
 Department of Human Development
 Washington State University
 501 Johnson Tower/PO Box 644852
 Pullman, WA 99164-4852

State Officer Candidate Procedures Checklist

Prior to State Leadership Conference:

1. Read the ENTIRE state officer candidate packet
2. Complete and mail application materials to the appropriate state officer.
 - application form (completed with written statement)
 - resume (with a picture attached)
 - copy of transcript
 - signed Code of Conduct Form
 - recommendations
 - School administrator (required)
 - Employer, youth group or community leader, or teacher
 - copy of local chapter affiliation form (your chapter must be affiliated by February 1 with at least 12 members in order to have an officer candidate)
3. Appropriate individuals have CAREFULLY READ, and signed, the Code of Conduct form.
4. One copy of your resume, with a one page optional cover letter, should be sent to each chapter in the region. **Anyone found to be in violation of campaign policies will be disqualified.**
5. Prepare a presentation board no larger than 3' x 2' for the regional candidate fair and regional meeting illustrating your qualifications. The display should be self-explanatory and may include posters, collages, a resume, or projects that demonstrate skill and competence. This board may include both FCCLA and other experience. (The presentation board may be on **display** at the Regional STAR Events held in the spring.) Display tables will be provided. If an easel is needed, please bring your own.
6. For state leadership conference opening session, **all officer** candidates are to present a **20-second** introductory commercial revolving around current state theme. Your name and school must be included. You may use a hand-carried prop. Remember the more you tie in the theme the more you will be remembered.
7. Prepare answers to the following fact and opinion questions:

Fact:

 - What is the FCCLA motto? How does that motto relate to being an FCCLA member?
 - Name two of the FCCLA programs. Describe a project you have worked on related to one of those programs.

Opinion:

 - Describe how an FCCLA activity has helped you become more connected with your community.
 - Use at least one of the FCCLA purposes to explain FCCLA to a potential sponsor.

8. Prepare a two-minute presentation for Regional meeting on this year's theme.
9. Review knowledge of FCCLA creed, purposes, flower, etc.

During State Leadership Conference:

Day 1

1. During state leadership conference opening session, all candidates will present their 20-second commercial.
2. Following opening session, be prepared to participate in the **regional candidate fair**. Candidates will display their presentation boards and have the opportunity to respond to questions from the delegates as they informally review the displays and discuss qualifications.
3. During the regional meeting, give your two-minute presentation on *the current state theme*. You will be asked one of the fact/opinion questions (listed above) and one impromptu question (given to the regions by the state adviser). **Impromptu questions are designed to test your ability to respond spontaneously and will further demonstrate your knowledge of FCCLA and your thoughts about leadership.**

Day 2

1. Newly elected state officers will meet in an extended morning/afternoon session. The time and place will be in the printed program.

Day 3

1. **Installation** - come prepared to wear a black plain, woven, straight (tailored business) skirt and white long-sleeved button up shirt with a collar (women) or black slacks, tie, and a white long-sleeved shirt button up with a collar (men).
2. Candidates may choose to borrow items that match the apparel description for this event.

Chapter Adviser Officer Candidate Checklist

Before selecting state officer applicants--review the following criteria with each student candidate. This is for local discussion and decision-making and *does not need to be turned in as part of the application packet.*

Qualifications

| | | | |
|--|-----|----|-----------|
| Are you creative or imaginative? | Yes | No | Sometimes |
| Do you love to try new things and meet new people? | Yes | No | Sometimes |
| Do you promptly complete assigned jobs? | Yes | No | Sometimes |
| Are you a self-started leader? | Yes | No | Sometimes |
| Are you a team player? | Yes | No | Sometimes |
| When problems occur, do you look at the positive side of the situation? | Yes | No | Sometimes |
| Are you willing to commit your time and effort enthusiastically? | Yes | No | Sometimes |
| Can you demonstrate confidence when speaking? | Yes | No | Sometimes |
| Can you motivate others? | Yes | No | Sometimes |
| Can you demonstrate knowledge of FCCLA such as the creed, purposes and flower? | Yes | No | Sometimes |

State Officer Information

There are ten designated at large, elected state officers of Washington Family, Career and Community Leaders of America (FCCLA), one from each region. The offices of president, secretary, and Vice Presidents are elected from among the state officers to serve a one-year term. (See Bylaws).

There are ten state vice-presidents of Washington Family, Career and Community Leaders of America (FCCLA), one from each region. Each officer will serve a one-year term.

State officers are reimbursed for at least part of travel and housing expenditures for training sessions. All other expenses (i.e. meals, uniform, and national meeting) are the responsibility of each officer.

Each state officer will serve on committees of the executive council, promote the goal and purposes of FCCLA, conduct workshops for regional and/or state meetings, work together to form the state program of work, plan and participate in state meetings, and carry specific responsibilities of each office.

Election Information

Election information is sent in December to each officer in charge of elections from the state adviser, who then in turn sends it out to each affiliated chapter. Chapters wishing to nominate a candidate for state office, should use the application form provided in the mailing. A chapter must be affiliated by February 1, with at least twelve (12) members, in order to have an officer candidate(s). A chapter may have one candidate for state office (at-large) as well as one candidate for vice president of the region.

Election of officers will be held during the state leadership conference in the spring. Voting delegates from each chapter will cast the number of votes to which the chapter is entitled according to the scale of votes per membership listed in the Bylaws. The number of votes to which your chapter is entitled will be based on the number of members affiliated by March 1.

Each chapter shall be entitled to at least one voting delegate for the first 25 members and an additional voting delegate for each 25 members or portion thereof with a maximum of ten voting delegates.

- 12 to 25 members = 1 vote
- 26 to 50 active members = 2 votes
- 51 to 75 active members = 3 votes
- 76 to 100 active members = 4 votes
- 101 to 150 active members = 5 votes
- 151 or more active members = 6 votes

Chapters affiliated through the middle level program will be assumed to have 50 members and therefore two voting delegates. A formula of "500/# of programs (assumed one program per school) involved equals # of members" will determine the number of voting delegates for chapters affiliated through the urban affiliation.

A cover letter and resume sent to the chapters before the state meeting, and a presentation board for the regional meeting, are the **ONLY** campaign advertisements permitted. Buttons,

banners, flyers, gifts and similar items will be considered violations of the campaign policies. Officer candidates may have their presentation board at Regional STAR Events. **Individuals found to be in violation of campaign advertisement policies will be disqualified.** All candidates should be prepared to present a 20 second commercial about the state theme in front of all delegates; give a two-minute presentation about the state theme, present their boards, and respond to a fact/opinion question and a impromptu question to individuals from their region delegates at the state meeting.

Candidate Qualifications and Responsibilities

This application is a commitment! If elected, the candidate is **REQUIRED** to attend meetings and leadership training noted on the **state officer information sheet** (provided to candidates in January). The elected officer should plan to have a designated time in his/her schedule to meet with the local advisor each school day. **Individuals that do not attend the required meetings may lose their state office.**

FCCLA State Officers represent, not only the state, but also their region, school, family, community, and chapter. Therefore, they should maintain professional conduct at all times and follow the Washington FCCLA Code of Conduct. **Individuals will lose their office if they are caught with (or using) illegal substances, and/or breaking any civil or criminal law(s).**

Violations of other Code of Conduct rules will result in verbal and written warnings from regional/chapter/state advisor. The Code of Conduct obligations will be reviewed and the student will date and sign the Code of Conduct. Also, the student will write a statement of planned behavior change, which will be attached to the Code of Conduct. Any further violation(s) will result in the removal from office at the discretion of the chapter, regional, and state advisor.

State Officers are reimbursed for at least part of travel and housing expenditures for executive council meetings and the annual state meeting. All other expenses (i.e. meals and uniform) are the responsibility of each officer.

State officers must maintain a minimum 2.5 grade point average. Advisors will request a grade status report at the end of the first official grading period. Officers with a quarterly average of less than 2.5 will have until December 1 to correct the issue or risk the loss of office.

Submit all application materials to the officer in charge of elections on or before the deadline date of February 8.

Washington Family, Career and Community Leaders of America State Officer Calendar

Your decision to be a candidate for a state office of Washington Family, Career and Community Leaders of America is an important one. You will have numerous opportunities in the upcoming year to help make a difference. The following should assist you in planning and scheduling to avoid conflict with other activities.

Planning, implementing, and participating in meetings and conferences of FCCLA is an essential part of the officer's role. All meetings and conferences are required of each officer, and their adviser, unless otherwise stated.

| MEETING | WHO | PURPOSE |
|---|--|--|
| Informational State Officer meeting following closing session of State Leadership Conference | -State Officers -Advisers to State Officers | <ul style="list-style-type: none"> • Review uniform requirements • Program of work |
| Spring (May) Leadership Meeting | -State Officers -Advisers to Officers | <ul style="list-style-type: none"> • Develop leadership skills • Plan for National Leadership Conf. • Implement national conference theme through the state program of work • Plan state projects and check uniforms |
| National Leadership Conference July Nationally selected location | - State Officers - Advisers to State Officers (State officer must travel with a local adviser) | <ul style="list-style-type: none"> • Prepare for the annual activities • Share and bring back ideas and activities to share with our state |
| <i>Recommended:</i> Capitol Leadership Conference Spring or Fall | -State Officers -Advisers to Officers | <ul style="list-style-type: none"> • Leadership and Advocacy Training |
| Regional Fall Planning Meeting September/October (Date set by region) | -State Officers -Advisers to Officers | <ul style="list-style-type: none"> • Meet with other officers and advisers • Plan and carry out the Fall Regional Leadership Meeting |
| Fall Regional Leadership Meeting (Date set by region) | -State Officers -Advisers to Officers | <ul style="list-style-type: none"> • Implement Fall Regional Leadership Meeting |
| Winter (November) Executive Meeting | -State Officers -Advisers to Officers | <ul style="list-style-type: none"> • Plan for State Leadership Conf, STAR Events and Officer Election Procedures |
| <u>Recommended</u> National Cluster Meeting November | -State Officers -Advisers to Officers | <ul style="list-style-type: none"> • Leadership Training |
| Regional STAR Events (Date set by region) | -State Officers -Advisers to Officers | <ul style="list-style-type: none"> • Conduct STAR Events |
| Spring Executive Council Day/s prior to State Leadership Conference, Wenatchee, WA | -State Officers -Advisers to State Officers | <ul style="list-style-type: none"> • Finalize State Leadership Conference plans and evaluate year's work |
| State Leadership Conference (State selected date) Regional Meeting at State Lead. Conf. | -State Officers -Advisers to Officers | <ul style="list-style-type: none"> • Share year's activities and present awards • Conduct spring regional meeting and elections |

In addition to the meetings listed, you may be asked to represent FCCLA at other meetings or activities held in your area. State officers may conduct leadership-training sessions with chapters in the region, as well as lead training sessions throughout the state on topics related to the duties of their office. All arrangements for meetings and activities are made in cooperation with the officer, their adviser, parents, and the state adviser.

TRAVEL: Students and advisers are expected to travel together in groups as much as possible. Travel plans for each meeting must be approved by a parent, adviser and/or regional adviser, and school administrator.

INSURANCE: Officers and advisers are covered by Starr Indemnity & Liability Company. This coverage pays medical expenses up to \$10,000 for each accident and in case of accidental death pays \$5,000. Coverage includes any time an officer or adviser is on official WA-FCCLA business.

The Washington Family, Career and Community Leaders of America disclaims any further liability in connection with council and advisory board members travel to and attendance at executive council and advisory board meetings during the year. **If parents or guardians feel the need for more coverage, they will need to make other arrangements. The coverage provided by Washington FCCLA is a group policy and it is not possible to increase the coverage.**

EXPENSES: Transportation expenses are reimbursable. Reimbursement is based on presenting receipts or by mileage at the current state per diem rate. Officers and advisers are encouraged to help keep the organization's costs down. Officers are responsible for their meals, usually \$20-\$25 per day. Housing costs will be paid by the Washington Family, Career and Community Leaders of America.

Officer pins and guards will be presented following installation. Name badges will be ordered following elections and distributed prior to National Leadership Conference.

If you should incur any other expenses as an officer during the year, keep an itemized record and all receipts for submission to the appropriate regional or state officer.

STATE OFFICER UNIFORMS: Upon election, each officer will be expected to obtain the appropriate full uniform. The estimated total cost is \$225.

The official blazer costs approximately \$124.00. Some previous officers may be willing to sell their blazer at a reduced price. Blazers may be ordered from the official FCCLA Store on the FCCLA website.

The state officer official uniform will consist of:

Official Red Blazer

- Black sheath dress for women
- Black dress slacks for men and women
- White blouse with a pointed collar (oxford-style, with a button at the collar, suitable for a tie and purchased as directed by handout) for women
- White shirt (tailored style, suitable for a tie) for men
- Black tie/FCCLA tie for men, Black tie/FCCLA ascot for women
- Plain black dress shoes or pumps (no patent leather, buckles, or bows)
- Black socks (for men) and black nylons (for women)

*A document identifying where to purchase the specific shirt, dress, and pants that elected officers will be required to wear will be placed on the WA-FCCLA website.

If you have any questions or problems which your adviser and/or regional adviser cannot help you with, please contact:

Kay Niemi, FCCLA State Adviser or
Dr. Debbie Handy, Executive Director
Department of Human Development
Washington State University
501 Johnson Tower/PO Box 644852
Pullman, WA 99164-4852
(509) 335-2935 (509) 335-2456 – fax:

fccla@wsu.edu

Send to the officer in charge of elections

WA-FCCLA STATE OFFICER Application Form



Check one:

_____ State Officer (at-large)

Deadline Date: **February 8**

_____ Vice President of the Region

Send to the officer in charge of elections in your region

A typeable copy of this form is available on the WA-FCCLA website.

Please type or print:

Chapter: _____ Region _____

Name: _____ Date of Birth: _____

Home address: _____

Home phone: () _____ E-mail: _____

Grade: _____ School phone: () _____

School address: _____

Cumulative **grade point** average (GPA) _____ (Must be 2.5 or higher **at the time of application**;
ATTACH COPY OF TRANSCRIPT.)

Include two (2) **letters of recommendation:**

- School administrator (required)
- Employer, youth group or community leader, or teacher

A printed copy of local **chapter affiliation list**, demonstrating that the candidate was affiliated prior to Feb. 1

Total number of years FCCLA member: _____

Power of One projects completed (two minimum):

Unit Title:

Unit Title:

Unit Title:

Unit Title:

Unit Title:

Year **Step One** was completed: _____

Candidate has completed at least one family and consumer sciences education course (required).

Name of Course _____

FCCLA Leadership Roles:

State:

Regional:

Chapter:

Other FCCLA activities participated in:

Explain what leadership means to you.

Washington Family, Career and Community Leaders of America
STATE OFFICER CANDIDATE RESUME
(Personal statement of qualifications)

Please submit a personal resume **using a standard format** that includes your name, school, and region. You may also wish to include the following information:

- Your best qualities and strengths
- School honors and activities other than FCCLA
- Most recent chapter or leadership experience and how it benefited you
- How your chapter or group has benefited from your leadership
- Community/Volunteer activities you have been involved with
- Work experiences (if any)
- FACS courses completed

Please include a photo with resume



Dear Officer Candidate,

Congratulations on becoming an FCCLA State Officer Candidate. The decision to become a candidate is a very important one. However, along with this wonderful opportunity comes the responsibility of leading FCCLA in the great state of Washington. You will be a role model for many people.

We would like you to go over this letter with your family, chapter adviser, and your school principal. Then, please choose those offices that you feel you would be capable of assuming, and are of interest to you. Descriptions of these offices are attached.

President

Vice President of Community Service

Secretary

Vice President of Public Relations

Vice President of Parliamentary Law

Vice President of Recognition

Vice President of Finance

Vice President of Programs

Vice President of Membership

Vice President of Competitive Events

Please bring this letter with you to the new State Officers training at the state meeting. Please make sure that you and your adviser have signed in the space provided. It is very important that you discuss the offices you are interested in with your adviser. Again, congratulations on becoming a state officer candidate. Good luck, and see you in Wenatchee.

Sincerely,

Kay Niemi
Washington FCCLA State Adviser

Debbie Handy
Executive Director

Adviser's Signature

Candidate's Signature

Officer Election Process
Regional Meeting at State Leadership Conference

The presiding officer should be the vice president of the region unless this officer is also an officer candidate. If both standing officers (Vice President and At-Large) are officer candidates, a state officer outside the region, national officer candidate or national officer, or state intern should be asked or appointed to preside over the election process.

1. The officer in charge of elections will prepare a written ballot for use in the election process. Copies of the ballot should be made prior to coming to state meeting.
2. Introduce all officer candidates noting whether they are running for the Vice President of the Region or At-Large position. Make introductions in the same order as the candidates are listed on the ballot.
3. All officer candidates will be asked to step into the hall, supervised by an adult, outside the regional meeting space.
4. One at a time, each officer candidate will come into the room as called (same order as on the ballot) to make his/her prepared speech, discuss his/her poster and respond to questions from the region.
5. Review the fact, opinion and impromptu questions with the audience. Discuss the correct answer for the fact question and possible responses to the opinion and impromptu questions. Each officer candidate will be invited back into the regional meeting room to respond to one fact, one opinion and one impromptu question. Utilize the same order as when officer candidates came into the room to present their speeches and respond to questions (same order as on the ballot). Each candidate will respond to the same questions, which will be delivered to the state officer presiding over elections in a closed envelope.
6. Following the presentation and question session, each candidate will return to the hallway to remain with the other officer candidates until called in for fact, opinion and impromptu questions.
7. Each chapter is allowed a designated number of votes based on their affiliated membership.
 - 12 to 25 members = 1 vote
 - 26 to 50 active members = 2 votes
 - 51 to 75 active members = 3 votes
 - 76 to 100 active members = 4 votes
 - 101 to 150 active members = 5 votes
 - 151 or more active members = 6 votes
8. When all candidates have responded to the fact/opinion and impromptu questions, chapters will caucus to determine how to designate their votes.
9. Chapters will cast their votes for the candidate(s) they determined to have made the strongest presentation and who they believe will best serve the region/state.

10. Following the chapter caucus, the presiding officer will cast a ballot, separate from his/her chapter, to be used as a tie-breaking vote, if necessary. This ballot is to be given to the state officer adviser assisting with elections. He/she will place the ballot in his/her pocket to be retrieved and used only if a tie occurs. This process should not be visible to the region.
11. Two adults, preferably not the advisers to officer candidates, will take the ballots into the hallway to complete the count. One of the adults should have the presiding officer's vote in his/her pocket in case a tie occurs. Tally the counts on a blank ballot.
12. Signed letters of congratulations and regret are included in the election packet. Envelopes are also provided. Write the candidate names on the envelopes. Place the correct letter (congratulations/ regret) into an envelope for each officer candidate. Double check to insure that the correct letter is in the envelope for each student. Seal the envelopes.
13. Bring the final count, ALL ballots, and the sealed envelopes -- with letters for each officer candidate -- to the state adviser in the conference office as soon as the count is complete, using the Regional Envelope provided by the state adviser. Do NOT announce the new officers to the region, or share the results of the ballot with anyone.
14. Advisers of officer candidates should meet the state adviser at the conference office at 10:45 p.m. to pick up letters to officer candidates. The letters will announce the results of the balloting process and should be opened in a private area.

**FCCLA STATE LEADERSHIP CONFERENCE
REGIONAL MEETING
OFFICER ELECTION SAMPLE SCRIPT**

Follow the Officer Election – Regional Process found in the Ultimate Leadership Handbook.

(If the current regional officer is running, the election is turned over to the at-large officer. If both are running, a senior at-large officer from another region steps in and runs elections)

Current Regional Officer:

An important part of this meeting is the election of our State Officers. There are 10 regions in Washington State FCCLA and each region can elect two officers. One officer is elected to serve as the Washington State FCCLA Vice President of Region (state your region) and one officer is the elect to an at-large position. Tomorrow all the newly elected officers meet and vote to determine the at-large specific office including President, Secretary, Vice President of Community Service and seven others.

Tonight we have ____ candidates for vice president and _____ candidates for at-large. Candidates will leave the room and be called back in alphabetical order to give their two-minute or less speech on the topic _____. Each will be asked an impromptu and a fact question. When they are done, they will leave the room and the next candidate will begin.

Please listen carefully and respectfully to the speeches. The process to run for State Office is not easy. Candidates have been approved to run based on their application packet, FCCLA participation requirements, GPA, and several letters of recommendation.

CANDIDATES ARE EXCUSED

(One of the advisers to the current state officers takes the candidates in the hall and a little away from the door to make sure they don't hear the questions through the door.)

(After the candidates leave...continue:)

The number of votes each chapter receives is determined by the number of affiliated members. According to Washington State FCCLA this is the number of votes you receive:

(Read chapter and vote numbers provided by State Advisers.)

When the candidates are finished, you will meet as a school and cast your ballot. Write in ballots are not accepted because candidate must be approved through the application process.

(Ballots can be distributed now or after the last candidate is finished.)

The fact question is _____ and the answer is _____.

(Read both fact questions and answers)

(Call first candidate in.)

Running for Washington State FCCLA Vice President of Region ____ is

_____.

(The Candidate then gives their two-minute presentation.)

(Follow with)

Running for Washington State FCCLA At-Large is _____.

(The Candidate then gives their two-minute presentation.)

(The candidates leave the room again and are called back in alphabetical order to answer 1 fact question and 1 opinion question. When the candidate enters, you can have them select their question in whatever method you have chosen.)

You may go back out to the hall.

(When all candidates have answered the questions they can be brought back into the room)

You may now caucus to determine how to designate your chapter votes. When you have decided, please fill out your ballots and bring them forward.

(You should step outside/or turn around where you cannot be seen by the chapters while they are caucusing and cast your ballot – to be used in case there is a tie. Give your ballot to the State Officer Adviser that is assisting with elections. They will put it in their pocket in case of tie)

Do I have all the ballots?

(When you have all the ballots, continue with your meeting.)



ELECTED OFFICERS FORM

To be turned into the State Adviser at the completion of elections at
Spring Regional Meetings

The following officers were elected to serve as State Officers for 2015-2016.

Elected from Region _____

Vice President of the Region:

Name: _____

Chapter/School: _____

State At-Large Officer:

Name: _____

Chapter/School: _____

National Officer Candidates

Several students, with experience as state officers, may be interested in submitting applications for national office. Students with this interest should find the application for national office on the FCCLA National Website (<http://www.fcclainc.org>) under the “Youth Leaders” section. There are many other informative documents on this page to help get an understanding of the role, responsibilities and commitments of a national officer. Be sure to speak with your parents, adviser, and school administrators before completing the application.

The application for national officer has many parts; one of them is a recommendation from the state adviser. All interested applicants must speak with the state adviser by January indicating that they are interested in applying, and discussing their strengths and areas for improvement. A completed application for national office, with all appropriate signatures and recommendations and supporting documents, must be received by the state adviser at least one month prior to the Washington State FCCLA Leadership Conference. Approval by the state adviser is necessary before the student(s) will be allowed to ask the state membership for approval and support.

Up to two students may be endorsed by the WA-FCCLA each year for national officer positions. The state may send one application for each national office position.

Students who are elected to national office will continue to serve as active members of the WA-FCCLA Executive Council. Students who are not elected to national office may continue to provide state leadership through the position of Intern. The specific duties of the intern will be determined by the student, the state adviser, and the chapter adviser. Processes for determining those duties are outlined in the FCCLA Policies. Student expenses will be covered by WA-FCCLA as they are for state officers. Up to two Interns may be supported in any one year.

Advisers to national officers and/or Interns will continue to serve as active members of the WA-FCCLA Advisory Board. Adviser expenses will be covered by WA-FCCLA as for other Advisory Board members.

Section VIII

State Leadership Conference

State STAR Events

All individuals and teams that receive a Gold Rating at Regional STAR Events are eligible to participate in the State FCCLA STAR Events competition. Qualified individuals and teams are reported to the state adviser when regional STAR Events scores are entered into *Register My Chapter*. Verification of participation at state is made when chapters register for the State Leadership Conference. The top scoring individuals/teams at the State STAR Events will be invited to represent Washington State at the National STAR Events competition at the upcoming National Leadership Conference.

A state coordinator of STAR Events will provide regions with the appropriate information for accessing the STAR Events website, and with examples of letters and registration and implementation procedures for regional events.

The state STAR Events Coordinator will identify appropriate Lead Consultants, evaluators and facilitators for implementation of the state event. A STAR Events Management Team will assist the Coordinator with implementation of STAR Events at the State Leadership Conference. A description of the duties of the STAR Events Management Team follows.

STAR Events Management Team

The STAR Events Management Team consists of two chapter advisers from each of two regions that will rotate on a two-three-year basis. The 1st will be training from the previous team and the 2nd term will be training the next team. Advisors for the team will be chosen within the region and do not need to be (but can be) a member of the Advisory Board for FCCLA. The schedule for this team is as follows:

| | |
|---------------------|--------------------|
| 2013-2015—Region 6 | 2020-2022—Region 3 |
| 2014-2016—Region 7 | 2021-2023—Region 8 |
| 2015-2017—Region 8 | 2022-2024—Region 2 |
| 2016-2018—Region 5 | 2023-2025—Region 7 |
| 2017-2019—Region 10 | 2024-2026—Region 1 |
| 2018-2020—Region 4 | 2025-2027—Region 6 |
| 2019-2021—Region 9 | |

Duties for the team will be to assist the STAR Events Coordinator with the management of State STAR Events. The Management Team is responsible for the following duties:

- Confer with State STAR Events Coordinator in the fall of the year
- Participate in the training/orientation held with lead consultants (to prepare for state)
- Arrive the evening BEFORE State Star Events to help with set-up
 - Post print outs of Evaluators, Facilitators, Participants and maps of the events
 - Help with any projects needed from the Coordinator
 - Make sure to have the following lists for the next day:
 - Lead Consultants, events and rooms
 - Participants, times & Schedules

- Printouts of Facilitators and Evaluators by:
 - School
 - Name
 - Event
 - Rules of Star Events & the Day
 - Schedule for sign-ins, changes, and events
 - Sign-up page for people interested in helping that don't have jobs.
 - Master copy for changes of certificates for Evaluators, Facilitators, & Participants
 - Complaint forms and Box (Or file) for putting them in
- The DAY OF STAR events—Arrive 1 hour early
 - Answer Questions—Handle complaints
 - Take and organize boxes from schools
 - Smile, make people feel important (Remember it's a stressful day and EVERYONE has had problems getting here)
 - Protect the Coordinator and Star Events office as much as possible from Questions and unnecessary traffic
 - Schedule people to fill holes in Evaluators and Facilitators
 - Help file items into school boxes
 - Problem-solve as much as possible and help others to do the same BEFORE approaching the Coordinator.
 - Make sure all sign-up sheets from Lead Consultants are turned in.
- The Day AFTER STAR events—check to make sure certificates are right. (A suggestion is to take certificates of facilitators and Evaluators to Advisor Session and have teachers look over certificates to make sure the people's names are spelled correctly and they did that job—a list can be made of certificates missing)
- The LAST DAY of State Leadership Conference—Help distribute school boxes
- Handle Complaints — at some point, look over the complaints and “Take action”. Depending on the complaint—maybe the judge or lead consultant need to be contacted, maybe just an explanation. But answer the complaint letters, make a copy for the file and send them back to the school that made the complaint so they can see that we considered their complaint important enough to give it time.

State Leadership Conference Sessions

There are usually five general sessions of the assembly at the State Leadership Conference. The following outline suggests awards and topics to be presented at each session. Each executive committee, along with the state advisers and advisory board, has the opportunity to rearrange the topics of the sessions based on the program needs of the specific year. A member(s) of the advisory board will be assigned to work with members of the executive committee to facilitate each session. The content of each session is subject to change based on the goals of the State FCCLA Executive Council and Advisory Board.

Opening Session

Officers in Charge: Vice President of Community Service, Vice President of Public Relations, Regional Vice President

- Introduction of the theme
- Welcome
- Introduce guests
- Special opening speaker: mayor, Superintendent of Public Instruction, Governor of Washington, etc.
- Introduction of state and national officer candidates
- Power of One Awards
- Announcements
- Energizers

Workshops

Officers in Charge: Vice President of Projects, State Secretary, Regional Vice President

- Large and small breakout sessions reflecting the annual theme and focus of the state and national organizations
- Breakout sessions are suggested by the executive committee
- Final approval of speakers comes from the state adviser

General Session

Officers in Charge: Vice President of Finance and three Regional Vice Presidents

- Keynote speaker reflecting annual theme
- Announcements
- Awards may be presented as needed

Banquet

Officers in Charge: Vice President of Competitive Events, Vice President of Recognition, Regional Vice President

- STAR Events evaluator and facilitator recognition
- STAR Events medal presentations
- Announce national STAR Events team
- Scholarship presentation
- WA-ACTE scholarship presentation
- Honorary Member Award presentation
- Introduction of new officers
- Officer farewells

In preparation:

- Banquet slide show must be organized before arriving at state leadership conference. All requested photographs should be sent to the Recognition officer at the appropriate time. Officers who have not submitted their photographs on time will not be included in the slide show.

Closing General Session

Officers in Charge: President, Vice President of Membership, Vice President of Parliamentary Law, Regional Vice President

- Recognition: STOP the Violence, Leadership Service in Action, FACTS, Families First, Student Body, Financial Fitness, Career Connection, other awards not yet presented
- Annual Business Meeting; officer reports; election of national officer candidates
- Review of State Leadership Conference slide show
- Installation of new officers

In Preparation:

- Officers must request information from State Administrator for their end of the year officer reports one month prior to state leadership conference.
- Officer reports must be written, reviewed/edited by the state officer's adviser and e-mailed to the state adviser before coming to state leadership conference.
- Officers must make certificates (or a certificate template that can be copied) for any Program of Work recognition prior to the State Leadership Conference.

Adviser Recognition Session

FCCLA State Leadership Conference

Advisers in Charge:

- Adviser to Vice President of Recognition
- Adviser to Regional VP of same region as Vice President of Recognition

Responsibilities:

- Make certificates for all advisers receiving awards
 - Advisers to Advisers
 - Spirit of Advising
 - Adviser Mentor
 - Master Adviser
 - Years of Service
- Get information from FCCLA State Advisers to make certificates
- Host the Recognition Session
- Makes copies of form to plan regional meetings (next page)
- Revise this outline as needed and give to State Adviser

Session Opening – Health & Human Services Pathway Supervisor

- Welcome to session
- Introduce special guests
- Clock hours

Awards

- Adviser-to-Adviser
 - Have all Advisers to Advisers stand for recognition
 - Certificates for completing Advisers to Advisers
 - Announce new Advisers to Advisers
- Spirit of Advising -- certificate
- Advisory Board members – certificates, state advisers make these
- First Year Teachers – recognition – could be certificate or other
- Master Advisers
 - Have all Master Advisers stand for recognition
 - Certificates for new Master Advisers
- Mentor Advisers
 - Have all Mentor Advisers stand for recognition
 - Certificates for new Mentor Advisers

Discuss nominations for FCCLA Adviser of the Year (WA-ACTE/FACSE Award)

Years of Service Awards – Presented with certificate and pin (State Advisers order pins)

- 5 years
- 10 Years
- 15 years
- 20 years
- 25 years
- 30 years
- Others?
- Retirees – no pin

Have the following stand for recognition

- Advisory Board members for upcoming year
- Former FCCLA Advisers of the Year
- Students in College/Student Teachers
- Special Guests

Program

Some years an adviser's program is identified and carried out. A national FCCLA staff member might conduct training for advisers. A special speaker might be arranged for the advisers.

National FCCLA Board Update

Provide an update of changes, topics of discussion from the National FCCLA Board.

Regional Meetings

- Plan meeting dates for upcoming year (Fall Regional & STAR Events)
 - Use form on next page for reporting (copy on bright paper)
 - Provide teachers with dates for: upcoming cluster, state and national meetings; WASL dates; WAFCS/FACSE annual conference; registration deadline for state leadership meeting
- Turn in form with dates to State Adviser

Regional Planning – Adviser Session

State Leadership Conference

Region _____

Return this form to Debbie Handy during the adviser session.

Please write in the proposed dates and locations for your Fall Regional Leadership Meeting and Regional STAR Events. The adviser to the Vice President of the Region will be the contact person for these events.

School districts like to have about two weeks to approve travel. Please plan accordingly.

- Capitol Leadership: Spring 2016
- FACSE/WAFCS Teachers' Conference: October 18-20, 2015, Great Wolf Lodge, Ground Mound, WA
- FCCLA Cluster Meetings: November 20-22, 2015 in Dallas, Texas and Indianapolis, Indiana
- FCCLA Week: TBA
- Civic Engagement Day (Legislative Day): January 2016
- FCCLA State Conference Registration Opens: February 19, 2016
- FCCLA State Conference LATE Registration Begins: February 26, 2016
- FCCLA State Conference Registration Closes: March 1, 2016
- High School Proficiency Exam: TBA
- FCCLA State Conference: March 30 – April 1
- Measurements of Student Progress: TBA
- National Leadership Conference Washington, DC July 5-9, 2015

Fall Regional Meeting -- 2015

Date: _____; day of the week: _____

Location: _____

Regional STAR Events – 2016

(Regional STAR Results Reports Due to Kay & Debbie 2/12/16 – before President's Day Weekend)

Date: _____; day of the week: _____

Location: _____

Banquet Session
FCCLA State Leadership Conference

Advisers in Charge:

- Adviser to Vice President of Competitive Events
- Adviser to Vice President of Recognition

Adviser Responsibilities:

- Determine chapter seating for the Banquet; get information from state adviser
- Notify advisers of banquet seating (at Adviser Recognition Session)
- Supervise rehearsal for banquet with the State Officers
- Assist State Officers with practice in pronouncing members' names
- Check the banquet room set-up
- Supervise the banquet seating and session

Recommendations:

- Banquet Seating: chapters with state officers should be seated close to the front of the room; two tables should be reserved at the front of the room for the state officers; determine if there are special seating needs, i.e. wheelchair access and plan accordingly; if schools are split between two or more tables, place at adjoining tables; try to place schools near the back who were near the front in the previous year
- Seating Chart: post copies of the seating chart near the entrances to the banquet; include the school name (and number of seats); note who shares with whom
- Seating Notification: Give advisers a slip of paper with their school's table number(s) at the adviser recognition session
- Place table tents on tables with table numbers—write large (numbers may be available from conference center)!!

Section IX

National Leadership Conference

National Leadership Conference Washington State Information Sessions

National Leadership Conference is held each year in July. All state officers should try to attend. Registration forms and materials will be received at state leadership conference.

The following information provides suggestions for state officers and state officer advisers at national meeting:

- ❖ State officer advisers must meet the first night to focus on the following:
 - Review list of adviser responsibilities for working with students on meeting plans.
 - Review the focus of the 1st, and 2nd state meetings at the National Leadership Conference.
 - Develop a plan for adviser meeting place and times.

- ❖ All adviser meeting the first night after last group has arrived to review the following:
 - Welcome Advisers/Parents
 - Room assignments of all delegates and advisers.
 - Hand out registration information, insurance forms, in-service forms etc.
 - Advisers roles and assignments for the meeting
 - Review the program/schedule of National meeting.
 - Review tour information and meeting places.
 - Review STAR events procedures.
 - Shuttle/bussing information
 - Special Event/Gala information
 - Review rules, code of conduct, safety and curfew.
 - State meeting room locations.
 - State Headquarters location.
 - Time, date and attire for state picture.

- ❖ First state meeting
 - Welcome
 - Introduction of State Officers, State Officer Advisers and State Adviser
 - Introduction of Special Guests—Advisory Board Chair, National Officer Candidates
 - Introduction of Chapter Advisers, Parents, Chaperones, Guests, 1st time attendees
 - National Awards recognition
 - Spotlight on Project participants
 - STAR Event Participants
 - Review Code of conduct in hotel, meeting, and tours
 - Present good luck gifts to National Officer Candidates

- Energizer
- Teach state cheer
- Question and Answer session
- Next meeting detail—Business Meeting—voting

❖ Second meeting

- Officers that need to be involved in this meeting are: President, Secretary, Vice President of Finance, Vice President of Recognition, Vice President of Competitive Events and others as needed
- Reintroduce State Officers, State Adviser and Advisers to State Officers
- Conduct Business meeting
- National Officer Candidate recommendations
- (Washington State National Officer Candidate and other recommendations.)
- Update information
- Energizer or Mixer
- State cheer

Second half of meeting: Focus should be on celebrating accomplishments.

- Recognize STAR Event Evaluators, Room Consultants.
- Recognize Five Power of Ones recipients attending national meeting.
- Recognize iRecruit – recipients.
- Recognize National Officer Candidate if elected.
- Adviser Recognition (Master Adviser, Adviser Mentor, Spirit of Advising)
- Review information on departure travel plans.
- Thank you.
- Question and Answer session