

## A NOTE FROM THE BOARD PRESIDENT

Dear State Officer Candidate:

We are excited that you have decided to run as an FCCLA State Officer for the 2017-2018 school year. You have chosen to climb the ladder of leadership and that alone is something to be proud of in this personal growth experience. Something to ponder - Great leaders don't set out to be a leader...they set out to make a difference. It's never about the role - always about the goal.

FCCLA is the Ultimate Leadership Experience and, as a state officer, you will have the opportunity to experience everything it has to offer while making a difference in your school, and community. As you begin this journey, we would like to encourage you to enhance your knowledge of FCCLA. The more you know about this organization, the more you will be prepared to begin the election process. Information can be found at [www.fcclainc.org](http://www.fcclainc.org) and [www.lafcclainc.org](http://www.lafcclainc.org). Your adviser is also a great resource.

If you have any questions or concerns, please feel free to contact me. We want you to have a great experience in this very important process.

*Don't be afraid to fail...Be afraid not to try.*

Paula Kershaw

Louisiana FCCLA Board Chair

4040 Pine Island Hwy.

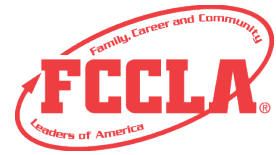
Jennings, LA 70546

[337-230-8037](tel:337-230-8037)

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## THE ELECTION PROCESS

- ❖ **KNOWLEDGE TEST** This test will be a cumulative knowledge of FCCLA. It will consist of questions related to the organization, including both multiple choice and essay questions. To be an effective leader throughout the organization, you must first be knowledgeable of our mission and our principles. **This test will be given in the morning of March 27, immediately following the Officer Candidate Orientation.** Please check the conference program for location information.
- ❖ **INTERVIEW** We have selected three members for the selection committee. These individuals consist of professionals in Career and Technical Education, Alumni, and



the Louisiana Association Board of Directors. You will present your speech and answer questions from the selection committee. During this time, you may use a foam board to illustrate your speech and involvement with our organization.

- ❖ **SCORING** Immediately following your interview, your knowledge test, application, and interview will be scored by the selection committee. If more than six candidates qualify for onstage speech, the committee will determine the office you will be slated to run.
- ❖ **SPEECH** You will be asked to present a two minute speech based on the conference theme. You are encouraged to show your personality and to demonstrate your knowledge of our organization. The topic for your speech is **“How has FCCLA prepared you to walk the red carpet?”**
- ❖ **SITUATION QUESTION** At the completion of your speech, the State Officer onstage will ask you one situation question. Each chapter will then be given the opportunity to vote for the candidate through their voting delegates.

## INFORMATION

State Officer Candidates must attend the Officer Candidate Orientation on the morning of March 27. We will review the election process outlined above and you will have the opportunity to meet with our current State Executive Council. Please wear a red polo and black slacks during the entire selection process. Officer interviews will begin immediately following the completion of your knowledge test. Specific interview times will be assigned during orientation, **please let us know if you are participating in a STAR Event** so that we can plan your interview time accordingly. Your adviser is invited to attend, as they are an integral part of your experience as a State Officer. If you are selected as a 2017-2018 State Officer, you will be required to participate in the Officer Installation Ceremony. Please adhere to the following dress code:

**BOYS:** White dress shirt, black pants, tie

**GIRLS:** White dress shirt, black skirt

## RESPONSIBILITIES OF A STATE OFFICER

### ❖ MEETING RESPONSIBILITIES

- State Officer Training (June – TBA)
- Fall Leadership Rally (October – TBA)
- National Leadership Conference (July 2-6, 2017 – Nashville)
- State Officer Planning Meetings (June, September, January)
- \* Capitol Leadership Training (TBA – Washington)



- \*National Cluster Meetings (November – TBA)
- Region Meetings (February)
- State Conference (March 2018 – TBA)

*\*not required but strongly encouraged*

❖ **FINANCIAL RESPONSIBILITIES**

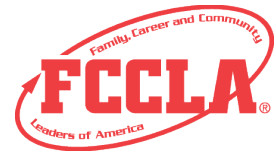
	COVERED	OUT OF POCKET
○ Officer Uniform	\$0	\$150
○ State Officer Training	\$500	\$0
○ National Leadership Conference	\$100	\$700-\$1,100
○ State Officer Planning Meeting	\$30	\$0
○ Fall Leadership Conference	ALL	\$0
○ Capitol Leadership Training	\$0	\$700-\$1,100
○ National Cluster Meetings	\$0	\$400-\$700
○ State Executive Council Meeting	ALL	\$0
○ State Conference	ALL	\$0

*Local chapter funds may be available. You will need to check with your chapter adviser to see if there are funds to support you. In the situation that the organization is awarded additional funding, then additional expenses would be paid.*

*\*State Officers will be responsible for meals and travel expenses to and from each of these meetings.*

❖ **LEADERSHIP RESPONSIBILITIES**

- I understand it is my responsibility to display a positive public image and promote the organization. I also understand that I am expected to follow dress code during all functions.
- I will fulfill the duties of my office by following through and completing assignments.
- I will be an example of an effective leader.
- I will plan and execute the state conference, including the competitive events.
- I will assist in planning and preparing the program and workshops for the annual state leadership conference.
- I will initiate and maintain communication with my state officer adviser.
- I will visit chapters in the area and assist with new chapter start-ups.
- I will seek to develop partnerships and sponsorships with business and industry as well as civic groups for our organization.
- I will refrain from disorderly conduct, including but not limited to: improper sexual behavior, immodest dress, and derogatory behavior or remarks whether in person, on the internet or on other electronic

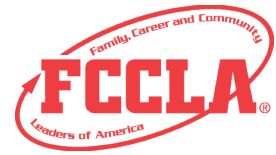


communications/devices while running for or serving as a state officer as determined by the State Director.

- I will work with the State Executive Council and be part of the team.
- I will avoid situations that would allow you to be suspended from school and removed from office such as: school suspension, including the use of alcohol, illegal drugs or misuse of prescription drugs, smoking, or other tobacco usage.
- I will turn in all officer reports by their deadline.
- I will check email weekly for correspondence and respond quickly.

## **STATE OFFICER POSITIONS**

- **PRESIDENT**
  - Shall preside over all business meetings of the organization and of the State Executive Council;
  - Represent the Executive Council at applicable meetings of other organizations;
  - Appoint, after consultation with the State Director, the chairperson and members of Executive Council committees and be an ex-officio member of the committees.
- **1<sup>ST</sup> VICE PRESIDENT**
  - Shall assume responsibility in the absence of the president;
  - Shall keep the minutes of all state meetings and meetings of the State Executive Council, also provide financial records.
- **VICE PRESIDENT OF COMMUNITY SERVICE**
  - Shall provide leadership in planning and implementing the organization's community service programs;
  - Shall serve as a contact to chapters, reporting the chapters' projects to the state newsletter/website administrator.
- **VICE PRESIDENT OF MEMBERSHIP**
  - Shall provide leadership in planning and implementing programs for membership promotion, development, and recognition.
- **VICE PRESIDENT OF PUBLIC RELATIONS**
  - Shall provide leadership in planning and implementing the organizations public relations programs. Promote the organization's activities through the state website and social media platforms. Should send public relations packets to possible State Leadership Conference exhibitors.



- **VICE PRESIDENT OF STAR EVENTS**
  - Shall provide leadership in planning and implementing the organization's STAR Events program and recognition ceremony.

**APPLICATION**

**CANDIDATE INFORMATION**

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CANDIDATE NAME

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PARENT/GUARDIAN'S NAME

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BIRTHDAY	AGE	GRADE (next year)
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HOME ADDRESS	CITY	ZIP CODE
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HOME PHONE	CELL PHONE	CANDIDATE EMAIL ADDRESS
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**CHAPTER INFORMATION**

CHAPTER	CHAPTER ADVISER		SCHOOL
SCHOOL	PRINCIPAL	SCHOOL PHONE	SCHOOL FAX

**ACADEMIC INFORMATION**

List all of the Family and Consumer Sciences classes you have taken and the year taken: Candidate must have a minimum of .5 credits of Family and Consumer Sciences classes by March 1<sup>st</sup> of the current year, and a minimum of a 2.5 GPA. **CANDIDATE MUST INCLUDE A COPY OF YOUR TRANSCRIPT WITH THESE COURSES HIGHLIGHTED. ALL CANDIDATES MUST BE A NATIONALLY AFFILIATED MEMBER BY NOVEMBER 1<sup>ST</sup> OF THE CURRENT SCHOOL YEAR TO APPLY.**

CLASS TAKEN	YEAR TAKEN	GRADE
CLASS TAKEN	YEAR TAKEN	GRADE
CLASS TAKEN	YEAR TAKEN	GRADE

**GENERAL INFORMATION**

HOW MANY YEARS HAVE YOU BEEN AN ACTIVE FCCLA MEMBER? \_\_\_\_\_

STAR EVENT STATUS  COMPETEING (if so, \_\_\_\_\_)  NOT COMPETEING

DESCRIBE YOUR INVOLVEMENT IN YOUR LOCAL CHAPTER

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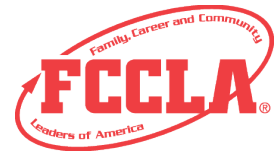


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WHICH OF THE FOLLOWING STATE/NATIONAL ACTIVITES HAVE YOU PARTICIPATED IN?

- NATIONAL LEADERSHIP CONFERENCE     CLUSTER MEETINGS
- STAR EVENTS AT STATE LEVEL             STAR EVENTS AT NATIONAL LEVEL
- VOTING DELEGATE
- PARTICIPATED IN AND COMPLETED A NATIONAL PROGRAM

(if so, \_\_\_\_\_)



LIST YOUR PARTICIPATION IN OTHER SCHOOL AND COMMUNITY ACTIVITIES (include major activities, organizations you belong to, offices held, and awards or honors received)

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**SHORT ANSWER**

FCCLA HAS HELPED ME GROW...

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RESPONSIBILITIES I FEEL QUALIFIED TO CARRY OUT AS A LEADER IN FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA...

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THE MOST IMPORTANT QUALITIES OF AN EFFECTIVE LEADER ARE...

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**POSITION PREFERENCES**

Should you be selected as a State Officer, your position will be announced at the annual State Leadership Conference. We would like to know your top three choices. Using only the space provided, write one paragraph for each choice explaining why you believe you are a good



candidate for the position listed. *There may be a chance that we see you fit for a position that is not listed as one of your top three choices.*

1st Choice

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2<sup>nd</sup> Choice

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3<sup>rd</sup> Choice

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**ATTACHMENTS NEEDED**

- ❖ Two Letters of recommendation (*from school administrators or teachers on leadership, citizenship, scholarship, maturity, etc.*)
- ❖ Wallet Size Photograph
- ❖ Copy of Transcript

**OFFICER CONTRACT**

- € I understand that if I resign from office, the written resignation must be signed by my parents/guardians and myself and submitted to the State Director.
- € I understand that it is my parent/guardian or adviser's responsibility to get me to my assigned state officer activities/meetings.
- € I understand that if I fail to fulfill the duties of this contract my school principal, state officer adviser, or the State Director can initiate the process of removal from office.
- € I understand that if I am resigned or removed from office I am responsible for any financial debts that have been incurred to date.
- € I have read and understand the State Executive Council Handbook.

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OFFICER CANDIDATE SIGNATURE

DATE

PAULA KERSHAW – BOARD OF DIRECTORS CHAIR  
4040 Pine Island Hwy. Jennings, LA 70546  
pkershaw@lafclclainc.org

Revised 1/15/2017



Louisiana Family, Career and Community Leaders of America  
2017-2018 State Officer Candidate Application



- € We have reviewed this contract with the candidate. We will support the candidate if he or she is elected to the State Executive Council to carry about the above responsibilities.

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CHAPTER ADVISER SIGNATURE

DATE

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SCHOOL PRINCIPAL SIGNATURE

DATE

- € I have reviewed this contract with my son/daughter and the chapter adviser and understand it. I will support my son/daughter if he/she is elected to the State Executive Council to carry out the above responsibilities.

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PARENT/GUARDIAN SIGNATURE

DATE

**ADVISER CONTRACT**

- € I understand that I am responsible to see that my state officer completes all of his/her assignments.
- € I understand that I will attend all required meetings with my state officer, unless I am told otherwise by the State Director.
- € I understand that I will keep the State Director informed of information that directly affects my student's performance as a State Officer.
- € I understand that when at state or national meetings, my student is to answer to the State Director first, then to me as his/her chapter adviser.
- € I understand that I will be responsible to help to train other advisers at Summer Adviser Conference and at Fall Leadership Rally.
- € I understand that I am responsible for financial responsibilities (sub, travel, meals, etc.) for all conferences and meetings.
- € I have read and understand the State Executive Council Handbook.

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ADVISERS SIGNATURE

DATE

- € I have reviewed this contract with the candidate's adviser. I will support the adviser if his/her student is elected to the State Executive Council to carry out the above responsibilities.

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SCHOOL PRINCIPAL SIGNATURE

DATE

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