

Dear State Officer Candidate:

We are very excited that you have decided to run as an FCCLA State Officer for the 2015-2017 school year. Your decision to run as an officer will be a life changing experience. FCCLA is an amazing student-led organization and we know that the best students always strive to excel in areas that they love.

Your completed State Officer application is due postmarked by , February 5, 2016. Please **make 2 copies** (the applications do not need to be in color) of your application and send one to Kayla McGuire and your chapter adviser should keep the other on file.

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 on this organization can be found at www.fcclainc.org, and www.lafcclainc.org. Your advisers are also a wonderful source of knowledge. They have experienced this organization first hand. They know the basics, and they are there to support you in any way possible.

The Election Process:

- First is the FCCLA Knowledge test. This test will be a cumulative knowledge of FCCLA. It will consist of questions related to the organization. The test will include both multiple choice and essay questions. In order to be a great leader in FCCLA you should know the basics of this organization. This test will be given the morning of March 10 immediately following the Officer Candidate Orientation. Please check the state conference program outline for the location.
- Second there is an interview. We have selected 3 members for the selection committee. These individuals consist of professionals in Career Technical Education, FCCLA Alumni, and Louisiana FCCLA Board of Directors. You will present your speech and answer questions from the selection committee. During this time you may you a foam board to illustrate your speech and involvement with FCCLA.
- Immediately following your interview your scores from your FCCLA Knowledge Test, Officer Application and Interview will be scored. The selection committee will determine if you are prepared to present your speech to the voting delegates. The committee will also determine which office your will be selected to hold.
- Third is your speech, and questions during the Business Session. In this portion of the selection process you will be asked to present a 2 minute speech based on the conference theme. This is where you are encouraged to show your personality and your knowledge of FCCLA. The topic for your speech is: **“How has FCCLA to put your on a road to leadership Success?”**
- At the completion of your speech, the State Officer on stage will ask you one situation question. Each chapter will be given the opportunity to vote for the candidate through their voting delegates.

Your experience running as an FCCLA State Officer will be a memorable one. You should also make it a pleasant one by enjoying the process. We would like

to invite you to a Candidate Meeting at 8:00 am the morning of March 15. During this meeting, we will review the election process of the day, and you will also have an opportunity to meet with some of the 2014-2015 Louisiana FCCLA State Officers. Please wear red polo and black slacks during the whole selection process. It is very important for you to put your best foot forward. The officer interviews will begin as soon as each candidate has finished the officer candidate test. You will be assigned a specific interview time at the meeting. **Please let us know if you will be participating in a STAR Event at State** so we can plan your interview time accordingly. Please invite your advisers to attend. They are an essential part of your experience at State, and they will be a major part of your life if you are elected to serve as a State Officer.

Your experience running as an officer will conclude at the closing ceremony on March 11, 2016. If you are selected as the 2016-17 State Officer you will participate in Officer Installation. We ask that you adhere to the following guidelines for your clothing attire:

Boys: Please wear a white dress shirt, black dress pants, and a tie.

Girls: Please wear a white dress shirt and black skirt (making sure the length of the skirt/dress is below your knee.)

If you have any questions or concerns please feel free to contact me. I am here to help you to have a pleasant experience. I also want you to know that I respect your willingness to participate in this very important process.

Sincerely,



Kayla McGuire
Louisiana FCCLA State Adviser
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kaylamcguire@lafclainc.org

2016-2017 FCCLA STATE OFFICER CANDIDATE APPLICATION AND CONTRACT

Candidate Information

Candidate's Name			
Parent Guardian's Name			
Birthdate		Age	Grade (next year)
Home Address			
City		Zip code	
Home Phone Number			
Cell Phone Number			
Candidate's Email			
Candidate's Cum GPA			

Chapter Information

Chapter	
Chapter Adviser	
School	
Principal	
School Address	
School Phone Number	
School Fax Number	

FACS Classes

List all 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 1st of the current year, and a minimum of a 2.5 GPA. ***Must include a copy of your transcript with courses highlighted.***

FACS Class	Year Taken	Grade

All candidates must be a State and National affiliated member by ***November 1st*** of the current school year to apply.

How many years have you been an active FCCLA member?
(including current school year)

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I am competing in a STAR Event

	STAR Event I am competing in:
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I WILL NOT be competing in a STAR Event

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Local FCCLA Chapter Involvement

Describe your involvement in your school FCCLA chapter:

***Which of the following state/national activities have you participated in prior to March 1st of the current year?
Check all that apply (Minimum of two categories)***

#	Meeting	Number of times
1	National Leadership Conference	
2	Cluster Meeting	
3	STAR Event at Regional	
4	STAR Event at State Conference	
5	STAR Event at National Leadership Conference	
6	Voting Delegate	
7	Participated in and Completed a National Program:	
	FACTS	Community Service
	Career Connections	Power of One
	Financial Fitness	Dynamic Leadership
		Leaders at Work
		Student Body
		Step One

	Families First		STOP the Violence		National Outreach Project
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School and Community Participation

List your participation in other school and community activities besides FCCLA (**include major activities, organizations you belong to, offices held, and awards or honors received.**)

Community Activities	Offices Held	Honors Received

Attach the following to this form:
1) Two Letters of Recommendation (from school administrators or teachers on leadership, citizenship, scholarship, maturity level etc.)
2) A wallet size photograph

Short Answer

Use only the space provided. Write one paragraph for each of the three topics below:

FCCLA has helped me grow—

Responsibilities I feel qualified to carry out as a leader in Family, Career and Community Leaders of America--

The most important qualities of an effective leader are--

FCCLA STATE OFFICER CANDIDATE CONTRACT

If elected and/or selected to the FCCLA State Executive Council, I agree that I **MUST** carry out the following responsibilities:

Meeting Responsibility – You must be able to attend **ALL** of the following:

Meeting	Dates
State Officer Weekend Retreat	April 15,-16
State Capitol Day	May 4, 2016 Tentatively
State Officer Training	June 12-15,2016 Little Rock, Ark
Fall Leadership Rally	TBA-September
*National Leadership Conference – San Diego, California.	July 5-11, 2015
State Officer Planning Meeting,	April, June, September, January
* <i>Capitol Leadership Training - Washington DC</i>	<i>TBA</i>
* <i>National Cluster Meeting</i>	<i>November 14-17</i>
Regional Meetings	February 2016
State Conference – Louisiana Tech University	March 2017

these meeting are not required but strongly encouraged

Financial Responsibilities

Final payment must be received 30 days before departure.

ITEM/ACTIVITY	FCCLA's Contribution	**Student's Responsibility
Officer Uniform	\$0	\$150
State Officer Training	\$500	\$0
National Leadership Conference – July 5-11, 2014	\$100	\$700 - \$1,100
State Officer Planning Meeting –Septemp	\$30	\$0
State Fall Leadership Conference – September 23-25, 2013	Meals, lodging	\$0
* <i>Capitol Leadership Training –</i>	\$0	\$700 - \$1,100
* <i>National Cluster Meeting – November 14-17</i>	\$0	\$400 - \$700
All State Executive Council Meetings –	Meals, lodging	
State Conference – March , 2015	Meals & lodging	\$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 LA FCCLA is awarded additional funding then more SEC expenses would be paid.**

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

Reports and Correspondence

- Turn in all officer reports by the deadline.
- Check email weekly for correspondence
- Act on correspondence within one week.
- Have correspondence approved by my adviser and send copies to the state adviser.

Leadership Responsibilities

- Represent Louisiana FCCLA. I understand it is my responsibility to display a positive public image and promote the organization. I also understand that I will follow expected dress code during all FCCLA functions.
- Fulfill the duties of my office by following through and completing assignments.
- Be an example of an effective leader.
- Plan and execute the area conference, including the competitive events.
- Assist in planning and preparing the program and workshops for the annual State Leadership Conference.
- Initiate and maintain communication with my state officer adviser.
- Visit chapters in the area and assist with new chapter start-ups.
- Seek to develop partnerships and sponsorships with Business and Industry, Civic groups for Louisiana FCCLA.
- Refrain from disorderly conduct, including but not limited to improper sexual behavior, immodest dress, and derogatory behavior or remarks whether in person, or on the Internet or on other electronic communications/devices while running for or serving as a state officer as determined by the State Director.
- Work with the executive council and be part of the team.
- Avoid situations that would allow you to be suspended from school and removed from office such as: school suspension, including use of alcohol, illegal drugs or misuse of prescription drugs, smoking or other tobacco usage.

Officer Contract

Initials	I understand:	
	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 adviser.	
	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 FCCLA adviser can initiate the process of removal from office.	
	I understand that if I resign or am 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.	
Officer Candidate's Signature:		
		Date
	We have reviewed this contract with the candidate. We will support the candidate if he/she is elected to the State FCCLA Executive Council to carry out the above responsibilities.	
Chapter Adviser's Signature:		
		Date
Candidate's 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 FCCLA Executive Council to carry out the above responsibilities.	
Parent/Guardian Signature:		
		Date
Parent /Guardian's Signature		

Adviser Contract

Initials	I understand:
	I understand that I am responsible to see that my state officer completes all his/her requirements.

	I understand that I will attend all required meetings with my state officer, unless I am told otherwise by the State Adviser.	
	I understand that I will keep the State Adviser 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 Adviser 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 Fall Leadership.	
	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.	
Adviser's 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 FCCLA Executive Council to carry out the above responsibilities.	
Candidate's School Principal Signature:		
		Date

Meeting Responsibility – You must be able to attend **ALL** of the following:

Meeting	Dates
State Officer Training if State Director needs assistance	June 8-10, 2014
In-services provided by FCCLA	2-3 per year
SEC Meetings	June, September 2014 ,January & March 2015
National Leadership Meeting – San Antonio TX*	July 5-11, 2014
Fall Leadership Rally – Provo, Utah	September 2014
Regional Meetings	One day - January/February, 2015
State Conference – Baton Rouge	March 2015
*National Leadership Meeting is not mandatory for Advisers, but we would love to have you!	

State Officer Position Preferences

Should you be selected as an FCCLA State Officer, your position will be announced at the Louisiana FCCLA State Conference. We would like to know your top 3 choices. Uses only the spaces provided and write one paragraph for each choice explaining why you think you would be a good candidate for the position listed.

The following page has a list and brief description of each position

1st Choice

2nd Choice

3rd Choice

*There may be a chance that we see you fit for a position that is not listed as one of your top 3 choices.

Louisiana FCCLA 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 advisor, the chairperson and members of Executive Council committees and be an ex-officio member of the committees.

1st Vice-President:

- Shall assume responsibility in the absence of the president;
- Shall keep the minutes of all state meetings and meetings and of the State Executive Council also provide financial records.
- Shall also serve as a voting delegate at the National Leadership Meeting.

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;

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 organization's public relations programs. Promote the organization's activities through state website and social media sites. Send PR packets to possible SLC exhibitors

Vice-President of STAR Events:

- Shall provide leadership in planning and implementing the organization's STAR Events program and recognition.