

Florida FCCLA MEMBER HANDBOOK



2010 Edition

Florida Family, Career and Community Leaders of America 2010-2011 Member Handbook

**2010-2011 FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA
STATE EXECUTIVE COUNCIL**

<i>State President</i>	<i>Kendra Bennett</i>
Marianna High School	850-209-1413
<i>State President-Elect</i>	<i>Jessica Scanlon</i>
Chamberlain High School	813-975-7677
<i>State Vice President of Junior Relations</i>	<i>Brason English</i>
Ponce de Leon High School	850-836-4242
<i>State Vice President of Community Service</i>	<i>Madalyn McCombs</i>
Ponce de Leon High School	850-836-5388
District 1	
<i>State Vice President of Recreation</i>	<i>Brigitte Blanton</i>
Madison County High School	850-973-5061
District 2	
<i>State Vice President of Chapter Achievement</i>	<i>Chelsea Dotson</i>
Middleburg High School	904-213-2181
District 3	
<i>State Historian</i>	<i>Gus Griffith</i>
Spruce Creek High School	386-322-6272
District 4	
<i>State Vice President of Finance</i>	<i>Jessica Roberts</i>
Lake Gibson Senior High School	863-853-6100
District 5	
<i>State Vice President of Parliamentary Law</i>	<i>John Burger</i>
Chamberlain High School	813-975-7677
District 6	
<i>State Vice President of Program of Work</i>	<i>Micaela Figueroa</i>
Braden River High School	941-751-7080
District 7	
<i>State Vice President of Careers & Alumni</i>	<i>Maggie Matella</i>
Santaluces High School	561-357-6113
District 8	
<i>State Secretary</i>	<i>Erica Gregg</i>
Coral Springs High School	754-322-0500
District 9	
<i>State Vice President of Public Relations</i>	<i>Maria Morales</i>
Miami Beach Senior High School	786-853-4877
District 10	

Index

Introduction.....	4
Opening Ceremony, Closing Ceremony, Creed, Motto.....	5
Mission, Purposes, Colors, Flower, Tag Line, Emblem, FCCLA Pin	6
FCCLA History	7
What is FCCLA, Chapter Components, Florida Association	8
National FCCLA, Florida FCCLA Activities and Descriptions.....	9-10
Florida Competitive Events and FCCLA Programs, STAR Events.....	11-14
Promoting FCCLA, FCCLA Membership Campaigns	15
The Ultimate Leadership Experience...Running for State Office	16
Planning Process	17
District Map	18
Florida Officer Candidate Information; Duties, Qualifications, Applications, Approval Form.....	19-24
Florida FCCLA Scholarships; Associate and Bachelor, Owsley & Bert Leadership Development.....	25-34

Whoever is careless with the truth in small matters cannot be trusted with the important matters. Albert Einstein

Genius is one percent inspiration and ninety-nine percent perspiration. Thomas Alva Edison

*If you are going to achieve excellence in big things, you develop the habit in little matters.
Excellence is not an exception, it is a prevailing attitude. Colin Powell*

INTRODUCTION

I have designed this handbook to acquaint the Florida Family, Career and Community Leaders of America members with their organization at the national, state and local levels. It is my hope that each member will encourage the growth of our organization in schools, inform the public, work towards new horizons, and increase their knowledge of FCCLA.

Family Career and Community Leaders of America is an organization that focuses on four vital aspects of life which I believe our generation has allowed to fall by the wayside.

As members of Florida FCCLA we have an opportunity unlike any other. Let's pick up that fallen torch and change our generation into the leaders that I know we can be. These next years are about continuing a state organization that was created around the family. As an association, or in other words our "state family", we need to recognize our forgotten traditions and remember that without them we would not be where we are today. I want you as a member to not just *be* in FCCLA, but to *know* FCCLA. So for the years ahead, I challenge you to not only have fun, but to also get involved and increase your knowledge of this dynamic organization by digging into FCCLA's history. You never know what you may find... remember that if you're not having fun, then you're not living life to the fullest.

One of the greatest words of wisdom that I have ever heard was passed on to me by a former state officer. It has helped me become the person that I am today, so perhaps it will do the same for you...

"Think only of the best, work only for the best, and expect only the best."

Work hard and expect the best out of life and FCCLA and you will achieve whatever you set your mind to.



Brett Floyd
Florida State President
2009-2010



FCCLA OPENING CEREMONY

- President:** Gives a rap with the gavel, signaling the officers and members to stand and says:
- “We are members of Family, Career and Community Leaders of America. Our mission is to promote personal growth and leadership development through family and consumer sciences education.”
- Officers:** “Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and vocational preparation.”
- Members:** “As we work toward the accomplishment of our goals, we learn cooperation, take responsibility, develop leadership and give service.”
- President:** “This meeting of the _____ Chapter of Family, Career and Community Leaders of America is now in session. You may be seated.”

CLOSING CEREMONY

- President:** “Members, please stand.”
- “FCCLA members, we are challenged to accept the responsibility of making decisions that affect our lives today and the world tomorrow. Let us repeat our Creed.”
- Members:** (Repeat Creed)

CREED

We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.
For we have the clear consciousness of seeking old and precious values,
For we are the builders of homes,
Homes for America's future,
Homes where living will be the expression of everything that is good and fair,
Homes where truth and love and security and faith will be realities, not dreams.
We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.

MOTTO

Toward New Horizons

Do what you can, with what you have, where you are. Theodore Roosevelt

Florida Family, Career and Community Leaders of America 2010-2011 Member Handbook

MISSION

FCCLA seeks to promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through--

character development;
creative and critical thinking;
interpersonal communication;
practical knowledge; and
vocational preparation.

PURPOSES

1. To provide opportunities for personal development and preparation for adult life.
2. To strengthen the function of the family as the basic unit of society.
3. To encourage democracy through cooperative action in the home and community.
4. To encourage individual and group involvement in helping achieve global cooperation and harmony.
5. To promote greater understanding between youth and adults.
6. To provide opportunities for making decisions and for assuming responsibilities.
7. To prepare for the multiple roles of men and women in today's society.
8. To promote family and consumer sciences education and related occupations.

COLORS

The colors are red and white. Red symbolizes strength, courage, and determination: personal qualities leading to happiness through a positive self-image. White symbolizes sincerity of purpose and integrity of action: qualities that help individuals build a better tomorrow.

FLOWER

The red rose represents the organization because it gives joy through its beauty and fragrance. It symbolizes a desire for beauty in everyday living.

TAG LINE

FCCLA: The Ultimate Leadership Experience



EMBLEM AND MEANING

The FCCLA emblem shows that FCCLA is a dynamic, active organization bound for the future. The dominant collegiate lettering articulates a focus on education and student leadership. The swooping arch embodies an active organization that moves toward new arenas. The color of the emblem is one of the organizational colors - red.

FCCLA PIN

The pin is a reproduction of the FCCLA emblem. Members, advisers, honorary members, Alumni & Associates members, and chapter parents may wear the pin. The FCCLA pin is to be worn over the heart. The guard should be placed level with the lower point of the pin.

Luck is a matter of preparation meeting opportunity. Oprah Winfrey

HISTORY OF FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA



Family, Career and Community Leaders of America (then Future Homemakers of America) grew out of various state and local high school home economics clubs, which were known by different names and had no unified program. Visualizing what could be accomplished if all clubs combined efforts by working together, members of the American Home Economics Association (now American Association of Family and Consumer Sciences) and the Home Economics Education staff of the U.S. Office (now Department) of Education, together with student representatives of the various home economics clubs, took the lead in forming the national organization.

February, 1917 - The signing of the first National Vocational Education Act by President Woodrow Wilson brought into being federally supported state-conducted programs of vocational education, which included home economics. Through home economics education, the foundation was laid for the development of the organization as an integral part of the program.

June 11, 1945 - Future Homemakers of America was founded in Chicago as the national organization for home economics students in the secondary schools, both public and private. During 1945, New Homemakers of America was founded for black students in 16 states where schools were segregated by state law.

November, 1945 - The first issue of the official magazine, TEEN TIMES, was published, featuring the first national officers.

July, 1948 - The first national convention was held in Kansas City, Missouri and was attended by 2,000 delegates.

July, 1965 - Future Homemakers of America and New Homemakers of America merged into one organization, keeping the name of Future Homemakers of America.

May, 1971 - HERO chapters were established as a part of Future Homemakers of America to meet the needs of students in home economics related occupation courses.

July, 1977 – The FHA/HERO emblem design was developed and approved.

July, 1983 – FHA/HERO’s national headquarters and leadership center was dedicated and is located in Reston, Virginia. STAR Events (Students Taking Action with Recognition) began with three events offered: Chapter Activities, Job Interview, and Illustrated Talk.

July, 1995 - National Leadership Meeting voting delegates approved a bylaws amendment to change all references to “home economics” in the bylaws to “family and consumer sciences.”

July 7, 1999 - National Leadership Meeting voting delegates approve the name change from Future Homemakers of America to Family, Career and Community Leaders of America. Member types were referred to as comprehensive and occupational.

September 2003 – “The Ultimate Leadership Experience” - the tagline chosen by members – was used on all national materials.

WHAT IS FCCLA?

Family, Career and Community Leaders of America (FCCLA) is a national organization of students who have taken or are taking a course in comprehensive or occupational family and consumer sciences classes through grade 12. It is open to students of all races and religious beliefs.

FCCLA is one of the nations largest Career and Technical Student Organization (CTSO). It involves more than 225,000 students through nearly 7,000 local chapters in all 50 states plus the District of Columbia, Puerto Rico, and the Virgin Islands. In 2008-2009 Florida FCCLA had 13,519 members in 159 local chapters, making Florida the 4th largest state association.

LOCAL CHAPTER COMPONENTS

There are five basic components of an FCCLA chapter: membership, adviser, leadership, meetings, and projects.

Membership - To become a member, a student must be taking (or have taken) a family and consumer sciences education course, and pay membership dues. Membership dues include national, state, district (all three required); and local dues (optional). Students not paying national, state, and regional dues are not official FCCLA members.

Adviser – In most cases the family and consumer sciences teacher serves as the chapter adviser.

Leadership - Members select one set of officers and/or each class has its own set of leaders and/or leaders from each class serve on a school wide FCCLA executive council.

Meetings – Chapter meetings, programs, and work sessions may occur during class time or at other arranged times during or after school.

Projects – Projects are planned and carried out by members as individuals, as small groups, or as a chapter. Projects should relate to the family and consumer sciences classes and topics. Projects may involve school and community action during class time, on weekends, before and after school, or during activity periods.

FLORIDA STATE ASSOCIATION

Student Leadership – Each year, voting delegates on the district and state levels select students to serve on the Florida FCCLA State Executive Council. These students provide leadership and direction for the association and promote FCCLA activities and membership throughout the year. A directory of the State Executive Council members is found in the front of this member handbook.

Membership Includes – Membership with Florida FCCLA, entitles each member to the following...

- Florida membership pins (one per member, sent to chapter advisers upon receipt of dues)
- Scholarship Opportunities (for more info contact your chapter adviser)
- Competing at state level or national level
- Chance to run for state or national office
- Participation in any FL FCCLA sponsored event, with payment of registration
- State Newsletter, The Rose Petal

NATIONAL FCCLA ORGANIZATION

Family, Career and Community Leaders of America, Inc. (FCCLA) is headquartered in Reston, Virginia. Led by the national board of directors, a national executive director, national staff, and the student national officers, the organization provides a menu of programs with ready-to-use materials to guide students through creating and carrying out projects. Some of the benefits provided to members through the national organization are:

- National member magazine, *Teen Times*
- Newsletter for adult leaders, *The Adviser*
- Informative chapter mailings and promotional materials
- National program development (such as Families First and STAR Events)
- Program workbooks and chapter resources
- Training for adult and student leaders
- National promotion of the organization and
- Conferences such as Cluster Meetings and National Leadership Conference.



Each FCCLA member has a responsibility to promote the organization and to continue the positive legacy of those members that have been part of the organization over the past 65 years. It is important that members can communicate their knowledge and enthusiasm about the organization to other teenagers, parents, school administrators, community members, legislators, and members of the media.

FCCLA ACTIVITIES

Each year the Florida Association of Family Career and Community Leaders of America has a scheduled list of events put on by either the state association, or nationals.

Chapter/District Level:

Chapter Meetings: Varies per district

District Meeting: Varies per district

Other district events: ask your chapter adviser for more information

State Level:

State Leadership Conference: TBD

National Level:

Cluster: Choose from three locations:

Albuquerque, NM/St. Louis, MO-November 11-13, 2011 OR Charlotte, NC-November 18-20, 2011

National Leadership Conference: Anaheim, CA July 10-14, 2011

USA Capitol Leadership Training: For State Officers or Chapter Officers, Washington D.C.

DISTRICT MEETINGS

An annual district meeting is held in each of the ten Florida districts. These meetings are aimed at meeting specific district needs and concerns, leadership development, officer elections and introduction to the FCCLA year. All members and advisers are encouraged to attend and participate. Questions regarding district meetings should be directed to the district adviser or advisers.

FCCLA CONFERENCES

Fall Leadership Conference:

Competitive Events & Leadership Training Workshop

Date and Location: TBD

Attend Florida FCCLA's First Annual Fall Leadership Conference this year and learn how to develop your leadership skills, increase your FCCLA knowledge, and network with other members from other state organizations. State officers will be in attendance helping members, chapter officers, district officers, and advisers. Do you want to know what is going on in your state? What are you waiting for, visit the state website for more information now. www.flfccla.org

State Leadership Conference:

Run for state office, compete in STAR or Florida Competitive Events. Attend powerful student sessions. Watch your State officers in the amazing general sessions as they share the happenings of the past year. Help to elect the new State Executive Council by being a voting delegate. Take part in or just be a spectator at the talent show. Attend the excursion. Whatever you do at this year's SLC, you're guaranteed to have fun. Join us as we journey through THE STORY OF YOUR LIFE...

National Cluster Meetings:

Outstanding general sessions, workshops for members and adults, and the parade of chapters are just a few of the memorable events of a Cluster Meeting weekend. Cluster Meetings are held across the United States, with three meetings being held in the fall of 2010. Meetings are being held in Albuquerque, NM; St. Louis, MO; and Charlotte, NC. Chapters may attend individually or with other chapters within their regions. Registration information is found on the national FCCLA website.

National Leadership Conference:

Each summer, FCCLA members from all state associations meet to celebrate the accomplishments of the past year, conduct official business, and to prepare for the upcoming year during the National Leadership Conference. The National Leadership Conference sites rotate around the continental United States, determined by national FCCLA region (Central, North Atlantic, Pacific and Southern) and meeting facilities available to accommodate the many FCCLA members who attend. The 2011 National Leadership Conference will be held in Anaheim, CA on July 10-14, 2011. Regional presidents and state executive council members and their advisers are expected to attend. National STAR Events competitions also take place at this time. More information on conference arrangements, including costs, will be sent to chapters in January.

FLORIDA FCCLA Competitive Events:

The Florida Competitive Events Program is a series of competitive events in which members are recognized for proficiency and achievements in chapter and individual projects, leadership skills and occupational preparation. In order to compete at state level members must first advance from district level.

All competitors will receive a medal at state ranked either Gold, Silver or Bronze. These events are state events and do **not** compete at the National Leadership Conference.

STATE EVENTS:

Artistic Reflections

Decorative Food Centerpiece

Chapter in Action Scrapbook

Fashion Construction-Single Garment

Fashion Construction-Coordinated Outfit

Fashion Construction-Formal or Costume

FCCLA Writes-Poetry

FCCLA Writes-Short Story

Storytelling

For more information on Florida Competitive Events, contact your chapter adviser.

PROGRAMS

FCCLA programs encourage members to enhance their personal growth and build leadership skills. Follow these steps to get involved in state and national FCCLA programs!

1. Learn about FCCLA programs by reading this handbook and other FCCLA resources, such as those available on www.fcclainc.org. Utilize the specific program handbook (if available) from national FCCLA headquarters. Learn more about the program – talk to other members or advisors about their projects. Read about projects in *Teen Times*.
2. Select a program that fits member interests and complements the family and consumer sciences class work. Use the FCCLA planning process to help brainstorm and select a project idea.
3. Start small with short-term projects or a single activity.
4. Encourage members to participate and to be responsible for their part of the project. Keep track of progress toward the project goal. Have some fun!
5. Seek recognition in the school and community and from state and national FCCLA. Fill out the awards application for the program (if applicable) and submit by the required deadline. Award forms are found at www.fcclainc.org.

FCCLA members are encouraged to participate in national programs:

For more information about the programs, contact your local chapter advisor or visit www.fcclainc.org.

Career Connection

A national program that guides young people to link their options and skills for success in careers, families and communities.

Program Units:

- Plug In to Careers
- Sign On to the Career Connection
- Program Career Steps
- Link Up to Jobs
- Access Skills for Career Success
- Integrate Work and Life



Community Service Award

A national program that guides students to develop, plan, carry out, and evaluate projects that improve the quality of life in their communities.

Dynamic Leadership

A national program that helps young people learn about leadership; recognize the lifelong benefits of leadership skills; practice leadership skills through FCCLA involvement; and become strong leaders for families, careers, and communities.

Dynamic leaders master six essentials of leadership:

- Model good character
- Solve problems
- Foster positive relationships
- Manage Conflict
- Build teams
- Educate peers



FACTS (Families Acting for Community Traffic Safety)

A national peer education program through which young people strive to save lives through sober driving, seat belt use, and safe driving habits.

Families First

A national peer education program through which young people gain a better understanding of how families work and learn skills to become strong family members.

The five units of Families First are:

- Families Today
- You-Me-Us
- Meet the Challenge
- Balancing Family and Career
- Parent Practice



Financial Fitness

A national peer education program that involves youth teaching other young people how to make, save, and spend money wisely.

Units in Financial Fitness are:

- Banking Basics
- Cash Control
- Making Money
- Consumer Clout
- Financing Your Future



Japanese Exchange Program

FCCLA members are selected for scholarship opportunities to travel to Japan for four to six weeks and live with a Japanese host family. The opportunity to experience the day-to-day life of another country and its people enhances students' awareness of international issues.



Leaders at Work

A national program that motivates students to prepare for career success and recognizes FCCLA members who create projects to strengthen leadership skills on the job.

Leaders at Work provides recognition in the following six family and consumer sciences related career areas:

- early childhood, education and services
- food production and services
- hospitality, tourism and recreation
- housing, interiors and furnishings
- textiles and apparel
- family and consumer sciences education



Power of One

A national program that helps students find and use their personal power. Members set their own goals, work to achieve them, and enjoy the results.

When a member completes all five units of Power of One, they may apply for recognition at the state and national levels.

Power of One has five units:

- *A Better You
- *Family Ties
- *Working on Working
- *Take the Lead
- *Speak Out for FCCLA



STOP the Violence – Students Taking On Prevention

A national peer education program that empowers youth with attitudes, skills, and resources to recognize, report, and reduce youth violence.



Student Body

A national peer education program that helps young people learn to eat right, be fit, and make healthy choices.



STAR Events – Students Taking Action with Recognition

National competitive events in which members are recognized for proficiency and achievement in chapter and individual projects, leadership skills, and career preparation.

Opportunities are available for members to compete at the local, regional, state and national levels. Regional STAR Events are coordinated by the Regional 1st Vice President and Advisor, while state STAR Events are coordinated by the State 1st Vice President and Advisor, and the state advisor. STAR Events participants receive gold, silver or bronze awards.

Events include:

- Applied Technology
- Career Investigation
- Chapter Service Project Display
- Chapter Service Project Manual
- Chapter Showcase Display
- Chapter Showcase Manual
- Culinary Arts
- Early Childhood
- Entrepreneurship
- Environmental Ambassador
- Fashion Construction
- Fashion Design
- Focus on Children
- Food Innovations
- Hospitality
- Illustrated Talk
- Interior Design
- Interpersonal Communication
- Job Interview
- Life Event Planning
- National Programs in Action
- Parliamentary Procedure
- Promote and Publicize FCCLA
- Recycle and Redesign
- Teach and Train



PROMOTING FCCLA

Each FCCLA member has a responsibility to promote the organization and to continue the positive legacy of those members that have been part of the organization over the past 65 years. It is important that members can communicate their knowledge and enthusiasm about the organization to other teenagers, parents, school administrators, community members, legislators, and members of the media.

Chapter Image – Actions speak louder than words - use chapter projects to build a positive image in the mind of students and adults in the community! Use the FCCLA planning process to develop chapter and individual projects that address important, real-life concerns. Utilize FCCLA national programs to make a positive impact. Make sure that information and visuals present a positive, up-to-date image of FCCLA and family and consumer sciences.

Guide to Promoting FCCLA – Members and advisors may download the Guide to Promoting FCCLA kit to use as a resource for promoting the local FCCLA chapter. The purpose of this is to:

- Enhance the image, awareness, and understanding of FCCLA.
- To position FCCLA as the only student led organization with family as its central focus.
- To position FCCLA and FACS education as the link for learning "soft skills" needed for youth to succeed in life. Examples of these skills would be: decision making, creative and critical thinking, teamwork, intra- and interpersonal communication skills.
- To create a public perception that FCCLA has changed with the times and its programs and activities address the needs of the 21st century.



“BE PART OF IT!”

Be Part of It is FCCLA’s membership campaign focusing on recruiting members, getting them involved, and recognizing their accomplishments.

FCCLA’s membership campaign is called “Be Part of It!” The membership kit contains a membership poster, a CD-ROM full of useful activities and ideas, and information on recruiting, retaining, and recognizing members. This packet will be mailed to your chapter by nationals, if you do not receive it, please feel free to contact state office. The Be Part of It! awards will honor members, advisers and chapters that excel in membership development during the 2010-2011 school year.

To find out more about the Be Part of It! recognition program, go to the national FCCLA web site at www.fcclainc.org.

*Goal setting is the strongest force for human motivation. Set a goal and make it come true.
Jack Canfield and Mark Victor Hansen*

**FCCLA: THE ULTIMATE LEADERSHIP EXPERIENCE!
ARE YOU READY FOR IT?**

Florida FCCLA is looking for active and involved FCCLA members who are interested in assuming leadership roles at the state and national levels.

District and state FCCLA officers are members who are willing to accept challenges, cooperate with others, meet new people, travel, and have fun making FCCLA “The Ultimate Leadership Experience” for all members and advisers!

If you are willing to sign up for more active leadership, contact your chapter adviser or state officer.

Officer forms are **located in this packet**, or you can ask your adviser and he or she will be glad to help you.

Remember to meet your officer application deadlines. For more information contact your chapter adviser.

All candidates must first present their speech at the district level, voting delegates from your district will then be able to send a total of

2 - President-Elect Candidates

2 - Vice President of Junior Relations Candidates

3 - State Officer Candidates

A school chapter can have up to three candidates for state office, BUT all must be in separate categories. For example: a chapter can have ONE person running for Pres.-Elect, ONE running for VP of Jr. Relations, and ONE person running for District State Office.

Even though a District can send 3 State officers to State Conference ONLY 1 will be elected to serve as their District State Officer.

State Office Positions Include:

At Large (Voted on by the entire state delegation)

State President

State President-Elect

State Vice President of Junior Relations

Regional (The offices below are ones held by a state officer from each district and are voted on by their regions at State Conference.)

State Secretary

State Historian

State Vice President of Community Service

State Vice President of Recreation

State Vice President of Parliamentary Law

State Vice President of Chapter Achievement

State Vice President of Finances

State Vice President of Program of Work

State Vice President of Careers and Alumni

State Vice President of Public Relations

PLANNING PROCESS

The FCCLA Planning Process establishes a 5-step process designed to enable chapter members to learn goal setting and decision making, develop leadership, expand knowledge and skills, and focus on individualized involvement and use these concerns and issues as the basis for developing projects for the programs listed



FCCLA Planning Process Worksheet



IDENTIFY CONCERNS



SET A GOAL



FORM A PLAN

- who
- what
- where
- when
- why
- how



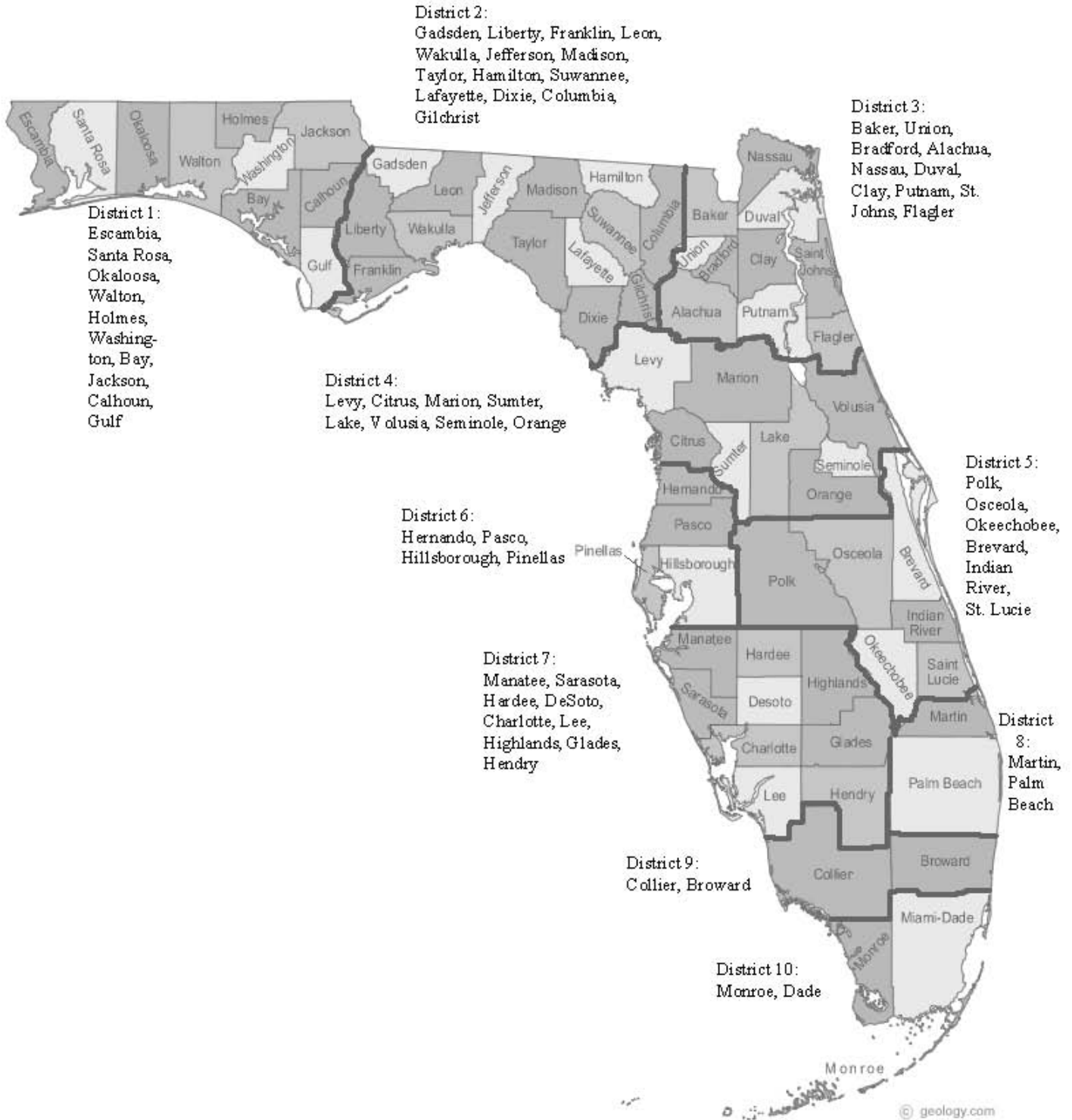
ACT



FOLLOW UP

What could have gone better/what did you learn?

FLORIDA FCCLA DISTRICTS MAP



FLORIDA STATE OFFICER CANDIDATE INFO

Don't be afraid to take a big step when one is indicated. You can't cross a chasm in two small steps.- David Lloyd George

QUALIFICATIONS FOR STATE OFFICERS

The Candidate Should:

1. Meet the qualifications as stated in the FCCLA By-laws, Article VIII, section B, and become familiar with the duties of that office as stated in the Florida FCCLA Policies and Procedures Manual
2. Be neat, well-groomed and have good manners
3. Display emotional maturity and high moral standards
4. Display leadership abilities and initiatives
5. Assume and carry through with responsibilities
6. Be tactful, cooperative and considerate of others
7. Display a good command of high English language
8. Have no record of school suspension/expulsion or law violations
9. Complete officer candidate checklist (see chapter officer section)
10. Complete State Officer Application Form
11. Must have and maintain a minimum 3.0 GPA

Required Executive Council Meeting

1. Close of state Conference: Approximately 3 hours
2. Summer Council: Approximately 3 days in June
3. Winter Council: Approximately 3 days in January
4. Script Writing: Approximately 2 days in the Fall
5. State Conference: Approximately 4 days in either March or April
6. National Conference: Approximately 5 days in July (see 2b below)
7. All district meetings and activities
8. Invitations from other chapters or local, state and civic organization when approved by state, district, or local adviser. When the State Office requests the presence of a state officer at a particular function, these expenses will be paid by the association upon presentation of receipts for travel by the state officer.
9. Other meetings as designated by the State Executive Director

Financial Responsibilities to be assumed by:

1. The State Association:
 - A. Expenses for room and meals while attending executive council meetings and state conference. Transportation to and from these meetings when approved by FCCLA State Executive Director.
 - B. Expenses to attend meetings of other state organizations when approved by FCCLA State Executive Director
 - C. Expenses for ½ of the basis monies needed for National Leadership Conferences for state officers provided these dollars are available.
2. The State Officers:
 - A. Each Officer will purchase the official uniform selected by the Executive Council. Approximate cost is \$400.
 - B. Each officer attending the National Leadership Conference will be expected to provide for at least ½ of his/her national meeting basic expenses. All other expenses (ex; film, souvenir, tours, snacks) will be the responsibility of the individual.
3. The Local Chapter:
 - A. Chapter inviting state officers to appear on program will be responsible for any expenses incurred for travel, room and/or meals.

Duties of Florida State Officers:

The **President** shall preside over the state meeting of the Association, over meetings of the State Executive Council, appoint committees, and serve as an ex-officio member of all committees. This officer may also prepare and present presentations dealing with leadership skill development.

The **President-Elect** shall learn the duties and responsibilities of the presidency in order to be prepared to assume the office of President the following year, shall preside at state conference sessions as assigned by State Executive Council, shall promote membership by encouraging the organization of new chapters and increasing membership within affiliated chapters and shall serve as the National Membership Committee Member from Florida. This officer may prepare and present presentations dealing with leadership skill development. This may be in conjunction with the current president.

The **Vice President of Junior Relations** shall serve as liaison for the middle level members. Shall be responsible for promoting the National Project and Power of One, shall post a newsletter on the Florida FCCLA website with an e-mail link and shall assist with membership growth while encouraging participation with the state project.

The **Vice-President of Parliamentary Law** shall assist in conducting meetings in a businesslike way, shall be the recipient of proposed bylaw change from affiliated chapters, shall serve on the State By-Law Committee, shall preside at State Leadership Conference as assigned by State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-Stop the Violence.

The **Secretary** shall keep an accurate record of the business meetings of the state conference and of the State Executive Council, submitting them to the state office within two (2) weeks following adjournment of said meetings, shall preside at state conference sessions as assigned by State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-Leaders at Work.

The **Vice-President of Finance** shall make a report of the financial status of the Association at State Executive Council and state meetings, shall preside at state conference sessions as assigned by the State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-Financial Fitness.

The **Vice President of Careers and Alumni** shall be responsible for encouraging and educating members to consider opportunities in Family and Consumer Science careers as well as actively pursue professionals that represent those careers. He/she shall also be responsible for encouraging active members to move into alumni status after graduation. Vice-President of Careers and Alumni may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-Career Connections.

The **Vice-President for Chapter Achievements** shall be responsible for promoting chapter involvement, shall preside at the state conference sessions as assigned by the State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected, shall promote the National Program-Competitive Events and assist the State Competitive Events Coordinator at the State Leadership Conference.

Florida Family, Career and Community Leaders of America 2010-2011 Member Handbook

The **Vice President of Community Service** shall be responsible for creating interest in and promoting the National Outreach Project, shall be responsible for planning and distributing information related to the State Project, shall preside at state conference sessions as assigned by the State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-Community Service.

The **Vice President of Program of Work** shall be responsible for planning and promoting the Program of Work of the Association by maintaining a monthly calendar of district, state and national activities, shall preside at state conference sessions as assigned by the State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meeting of the district in which elected and shall promote the National Program-Dynamic Leadership.

The **Vice President of Public Relations** shall maintain the state newsletter, *The Rose Petal*, shall encourage chapters to contribute materials for the publication, shall preside at state leadership conference as assigned by the State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-Families First.

The **Vice President of Recreation** shall be responsible for compiling suggestions for wholesome recreation activities for the members of the Association, shall plan the recreational programs for all state meetings, shall preside at state leadership conference as assigned by the State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-Student Body.

The **Historian** shall serve as the chairperson of the Chapter in Action Scrapbook Committee, shall be responsible for compiling the state scrapbook from chapter entries for Chapter in Action Scrapbook Event, shall display the state scrapbook at state conference, shall preside at State Leadership Conference as assigned by the State Executive Council, shall serve as assistant to the secretary at business meetings, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-FACT.

APPLICATION FOR STATE FCCLA OFFICE

DEADLINE: OCTOBER 31

SEND TO: DISTRICT ADVISER

DIRECTIONS: This form must be typed in duplicate. Send one copy to your district adviser, and keep one copy for your file. Read and follow the election guidelines in your chapter handbook.

Candidate for: _____ () State Level Office () President-elect

Name: _____
First Middle Last

Address: _____

City: _____ Zip: _____ Phone: _____

E-mail Address: _____

Name of Parent/Guardian: _____

Grade in School: _____ Scholastic Average: _____ Age: _____

School: _____

Address: _____

Working on, or has completed at least one Power of One Project in the area(s) of: _____

Target for Candidacy (required): _____

Has held the following FCCLA office(s): Chapter: _____

County: _____

District: _____

List ONE outstanding achievement: _____

Signature of Chapter Adviser

Signature of Candidate

Adviser's Home Phone

Signature of Chapter President

Adviser's School Phone

DISTRICT ADVISER USE ONLY	District #
Winner _____	
1 st Runner Up _____	
2 nd Runner Up _____	_____

Florida Family, Career and Community Leaders of America 2010-2011 Member Handbook

APPROVAL FORM:

I hereby certify that _____ meets all of the qualifications, and in my opinion would make a worthy officer of the Florida Association, Family, Career and Community Leaders of America. If the candidate is elected to the office, I shall assist him/her in performing all assigned duties and responsibilities. **I have discussed the financial and time obligations with the candidate and parent.**

Signature of Chapter Adviser

_____ has my approval to be a candidate for a state office of the Florida Association, Family, Career and Community Leaders of America. If he/she is elected to that office, I will give my permission for attendance at state and national meetings, executive council meetings and district meetings. I will assist him/her in the performance of other duties, which may arise during the term of office. I will support the candidate's efforts in securing financial assistance required to carry out the duties, which will include the purchase of the official uniform and various travel expenses not covered by the state organization.

Signature of School Administrator

Signature of Parent/Guardian

Pledge of the Candidate:

If elected, I will perform all the duties pertaining to my office unless an emergency such as illness or death should occur. I understand that I shall have to relinquish my office if I do not attend all required meetings, fail to perform my duties and responsibilities, or in anyway violate the governing articles of the constitution.

Signature of the Candidate

IMPORTANT!

Publicity: On many occasions, the state and district advisers need information for publicity purposes. On this page, write a statement in 25 words or less on "What FCCLA Means To Me". **(Parts of this statement may be used in the State Conference Program)**

*******The local adviser of the middle school state officer agrees to become the official chaperone of the elected student. He/she must commit to attending all official functions with the officer. He/she will be non-voting participant at all official functions, unless he/she is a district advisor or member of the board of directors.**

Important: Candidate **MUST** enclose an *official signed* transcript and a black and white photograph of yourself (head and shoulder pose). Attach by placing a circle of tape on the back of the picture. **DO NOT** tape across the front of the picture, as these will be used for publicity, printing programs, etc. **A photograph and transcript is required to complete this application. An incomplete application will not be accepted.**

The quality of a leader is reflected in the standards they set for themselves. Ray Kroc

FLORIDA FCCLA SCHOLARSHIPS

A leader takes people where they want to go. A great leader takes people where they don't necessarily want to go but ought to be. Rosalynn Carter

The next pages in this handbook contain information on **STATE** FCCLA scholarships. For more information on **NATIONAL** FCCLA scholarships visit the national website... www.fcclainc.org click on scholarships.

SCHOLARSHIP AWARDS

Florida Association & Foundation of FCCLA, Inc.

Qualifications and Policies Sheet for BACHELOR DEGREE PROGRAM

The Florida Association & Foundation of FCCLA, Inc., will award one or more \$1,500.00 scholarships annually to outstanding FCCLA senior(s) planning to enroll in an accredited Florida college or university to major in a family and consumer sciences related occupation at the bachelor degree level. The Frances Champion Scholarship, one of the \$1,500.00 scholarships, is awarded to the applicant with the highest qualifications. Students in any year of college may also apply. High school applicants will be given first preference. Students may re-apply for the scholarships provided they have not been a recipient of the scholarship in the past. Funds are provided from contributions from FCCLA members in Florida.

GUIDELINES:

1. The award will be made in two payments (one at the beginning of each term) to the college or university in which the recipient is enrolled. These funds may be held in escrow at the request of the recipient for a period of two years provided the State Scholarship Committee recommends this action.
2. One month prior to entering, the recipient shall send to the FCCLA State Office the name of the college or university at which he/she has been accepted.
3. At the beginning of each registration period, the recipient shall send a statement to the FCCLA State Office from the Dean certifying the specific title of the identified major in a Family & Consumer Sciences related occupation. The check will then be sent to the appropriate office at the college or university.
4. At the beginning of the second term, evidence shall be submitted that the recipient is maintaining an academic average of **C** or above. If the student has failed to maintain a **C** average or above, the recipient will be placed on probation for the following term in attendance before receiving second payment.
5. Selection of the recipients(s) and an alternate will be made by the FCCLA State Scholarship Committee. Where there appears to be little difference in the qualifications of applicants, preference will be given to the one in greatest need of the financial assistance.
6. The FCCLA State Scholarship Committee shall annually designate the recipient with the highest qualifications, to whom will be awarded the Frances Champion FCCLA Scholarship for that year.
7. All materials must be typewritten.
8. Applicant must possess qualities which indicate possible success in the field of family & consumer sciences, such as an interest in home and family life and family & consumer sciences related occupations, good character, a pleasing personality, leadership ability, attractive appearance and a good command of the English language.

PURPOSES OF THE SCHOLARSHIP:

1. To further interest in the family & consumer sciences professions.
2. To provide some financial assistance to members having the qualifications herein set forth.

QUALIFICATIONS OR REQUIREMENTS OF APPLICANT FOR SCHOLARSHIP:

1. Must have been an active member of an affiliated chapter of the Florida Association & Foundation of FCCLA, Inc. for at least two years and enrolled in family & consumer sciences for at least two years, or one year of family & consumer sciences with three years of an active FCCLA membership.
2. Must presently be an active member of an affiliated chapter unless enrolled in college at the time of application.
3. Must be a high school graduate with an average of **B** or above.
4. Must be planning to major in a family & consumer sciences related occupation at the bachelor degree level in an accredited college or university **within the state**.
5. Must have assumed some leadership responsibility in the chapter, such as serving as an officer or chairman of a major committee.
6. Must have the assurance of financial backing from his/her family or other source to supplement this award.
7. Must have a letter of recommendation from each of the following: local advisor, principal or college dean, one community leader or the executive council of his/her chapter.

**Qualifications and Policies Sheet for
ASSOCIATE DEGREE or CERTIFICATE PROGRAM**

The Florida Association & Foundation of FCCLA, Inc., will award one or more \$1,000.00 scholarship annually to outstanding FCCLA senior(s) planning to enroll in a vocational/technical school, community college or junior college, in a family & consumer sciences related occupation. Funds are provided from contributions from FCCLA members in Florida.

GUIDELINES:

1. The award will be made in two payments (one at the beginning of each term) to the vocational-technical school, community college or junior college in which the recipient is enrolled. These funds may be held in escrow at the request of the recipient for a period of two years provided the State Scholarship Committee recommends this action.
2. One month prior to entering, the recipient shall send to the FCCLA State Office the name of the vocational-technical school, community college or junior college at which he/she has been accepted.
3. At the beginning of each registration period, the recipient shall send a statement to the FCCLA State Office from the Dean certifying that his/her program is family & consumer sciences related. The check will then be sent to the institution address provided.
4. At the beginning of the second term, evidence shall be submitted that the recipient is maintaining an academic average of **C** or above. If the student has failed to maintain a **C** average or above, the recipient will be placed on probation for the following term in attendance before receiving the second payment.
5. Selection of the recipients(s) and an alternate will be made by the FCCLA State Scholarship Committee. Where there appears to be little difference in the qualifications of applicants, preference will be given to the one in greatest need of the financial assistance.
6. All materials must be typewritten.
7. Applicant must possess qualities which indicate possible success in the field of family & consumer sciences, such as an interest in home and family life and family & consumer sciences related occupations, good character, a pleasing personality, leadership ability, attractive appearance and a good command of the English language.

Florida Family, Career and Community Leaders of America 2010-2011 Member Handbook

PURPOSES OF THE SCHOLARSHIP:

1. To further interest in the family & consumer sciences professions.
2. To encourage members to prepare for a career in family & consumer sciences related occupation.
3. To provide some financial assistance to members having the qualifications herein set forth.

QUALIFICATIONS OR REQUIREMENTS OF APPLICANT FOR SCHOLARSHIP:

1. Must have been an active member of an affiliated chapter of the Florida Association & Foundation of FCCLA, Inc. for at least two years and enrolled in family & consumer sciences for at least two years, or one year of family & consumer sciences with three years of an active FCCLA membership.
2. Must presently be an active member of an affiliated chapter.
3. Must be planning to enroll in family & consumer sciences at the associate degree or program in an accredited Florida institution.
4. Must have assumed some leadership responsibility in the chapter, such as serving as an officer or chairman of a major committee.
5. Must have the assurance of financial backing from his/her family or other source to supplement this award.
6. Must have a letter of recommendation from each of the following: local advisor, principal, one community leader or the executive council of his/her chapter.
7. Applicant must be a graduate of a senior high with an average of **B** or above. Must request that an official transcript of high school records be mailed to FCCLA State Office.

**SCHOLARSHIP APPLICATION
FOR BACHELOR DEGREE PROGRAM**

Must be postmarked by March 1st

Send to:

Florida FCCLA

P.O. Box 1806

Bushnell, FL 33513

NAME OF NOMINEE:

First	Middle	Last
-------	--------	------

HOME ADDRESS: _____

HOME PHONE: _____ GRADE LEVEL: _____

GRADE POINT AVERAGE: _____

NUMBER OF YEARS IN FCCLA _____

SCHOOL: _____ PHONE: _____

SCHOOL ADDRESS: _____

COLLEGE: _____

COLLEGE ADVISER: _____

*If scholarship funds are to be held in escrow for one or two years, the reason for this request must be stated:

Listed below are the 5 Power of One units. Choose 3 units that you have completed and describe the project that you carried out to complete the unit.

A Better You:

Family Ties:

Working on Working:

Take the Lead:

Speak Out for FCCLA:

Florida Family, Career and Community Leaders of America 2010-2011 Member Handbook

THE FOLLOWING ARE ENCLOSED:

1. A typed paper of not more than 200 words telling what Family and Consumer Sciences related occupation I have selected.
2. A list of experiences I have had for developing leadership, including FCCLA, school and community activities, and honors or awards received for citizenship or scholastic achievement, accompanied by a verifying signature.
3. Written recommendation from my adviser, principal or college dean, one community leader and the executive council of my chapter, including a statement of my need for financial assistance.
4. A statement of my plans for the year(s) following graduation from High School if funds are requested to be held in escrow.
5. An official transcript of High School or College.

Signature of Applicant

Signature of Principal

Signature of Parent or Guardian

Signature of Local Adviser

An official transcript of applicants high school or college record has been mailed to the FCCLA State Office.

Signature of Counselor or Registrar and date mailed

For State Office Use Only:

Awarded

Not awarded

Signed: _____
Scholarship Committee Chairperson

**SCHOLARSHIP APPLICATION
FOR ASSOCIATE DEGREE OR CERTIFICATE PROGRAM**

Must be postmarked by March 1st

Send to:

Florida FCCLA

P.O. Box 1806

Bushnell, FL 33513

NAME OF NOMINEE:

First	Middle	Last
-------	--------	------

HOME ADDRESS: _____

HOME PHONE: _____ GRADE LEVEL: _____

GRADE POINT AVERAGE: _____

NUMBER OF YEARS IN FCCLA _____

SCHOOL: _____ PHONE: _____

SCHOOL ADDRESS: _____

COLLEGE: _____

COLLEGE ADVISER: _____

*If scholarship funds are to be held in escrow for one or two years, the reason for this request must be stated:

Listed below are the 5 Power of One units. Choose 3 units that you have completed and describe the project that you carried out to complete the unit.

A Better You:

Family Ties:

Working on Working:

Take the Lead:

Speak Out for FCCLA:

Florida Family, Career and Community Leaders of America 2010-2011 Member Handbook

THE FOLLOWING ARE ENCLOSED:

1. A typed paper of not more than 200 words telling what Family and Consumer Sciences related occupation I have selected.
2. A list of experiences I have had for developing leadership, including FCCLA, school and community activities, and honors or awards received for citizenship of scholastic achievement, accompanied by a verifying signature.
3. Written recommendation from my adviser, principal or college dean, one community leader and the executive council of my chapter, including a statement of my need for financial assistance.
4. A statement of my plans for the year(s) following graduation from High School if funds are requested to be held in escrow.
5. An official transcript of High School or College.

Signature of Applicant

Signature of Principal

Signature of Parent or Guardian

Signature of Local Adviser

An official transcript of applicants high school or college record has been mailed to the FCCLA State Office.

Signature of Counselor or Registrar and date mailed

For State Office Use Only:

Awarded

Not awarded

Signed: _____
Scholarship Committee Chairperson

Carolyn Owsley & Virginia Bert Leadership Development Scholarship Award

Qualifications and Policies for Scholarship Award:

The Florida Association FCCLA, will award one or more full paid leadership development scholarships annually to outstanding FCCLA programs. The Leadership Development Scholarship Award is awarded to those individuals who have demonstrated leadership ability and dedication to FCCLA goals. The purpose of this scholarship is to provide assistance for eligible individuals to attend a leadership development program. Funds are provided for this activity through member contributions to the scholarship account.

GUIDELINES:

1. The scholarship award will be made once annually to individuals fulfilling the requirements and provided the state scholarship committee recommends this action.
2. The tuition part of the scholarship will be sent directly to the appropriate camp management; travel reimbursement will be awarded directly to the attendee as per official state mileage.
3. Selection of the recipient(s) and any alternate(s) will be made by the FCCLA scholarship committee
4. The FCCLA scholarship committee shall designate annually those to whom this award will be given.
5. Must submit Leadership Development Scholarship Application by March 1 to FCCLA State Office.
6. Recipient must possess qualities, which indicate potential leadership in the field of family and consumer sciences, such as an interest in home and family life, good character, a pleasing personality, and a good command of the English language.

PURPOSES OF THE SCHOLARSHIP:

1. To develop leadership skills.
2. To promote a stronger FCCLA program by encouraging recipient(s) to become effective chapter leaders.
3. To encourage members to become involved in the local affiliated chapter, district and state functions; local, district and state offices; and district and state proficiency events.
4. To encourage members to prepare for a career in home economics related occupations.
5. To provide financial assistance to members having appropriate qualifications.

QUALIFICATIONS OF RECIPIENT(S) FOR SCHOLARSHIP AWARD:

1. All recipients must be affiliated members in good standing of an affiliated chapter.
2. All recipients must have held or be holding an FCCLA chapter, city or county council, district, or state office, or have participated in proficiency events on state or national level
3. All recipients must be either a middle or high school student.
4. All recipients must have a passing grade in all subjects with at least an overall **C** average. Verification is required from the chapter or district advisor.
5. All recipients must have financial assistance from their families or another source for any additional personal expenses connected with attendance at this function. (Registration, room and board and travel at current state rates are covered)
6. Recipient must possess qualities, which indicate potential leadership in the field of family and consumer sciences, such as an interest in home and family life, good character, a pleasing personality, and a good command of the English language. (Must include two letters of recommendations)

**APPLICATION FOR FCCLA LEADERSHIP DEVELOPMENT SCHOLARSHIP
AWARD**

Must be postmarked by March 1st

Send to:
Florida FCCLA
P.O. Box 1806
Bushnell, FL 33513

APPLICATION MUST BE TYPED

NAME OF APPLICANT: _____ HOME PHONE (____) _____

HOME ADDRESS: _____
City Zip

E-MAIL: _____

Years enrolled in FACS _____ Years involved in FCCLA _____

Chapter: FCCLA _____

I have held the following FCCLA offices:

_____	_____
(office)	(year)
_____	_____
_____	_____

Other leadership experiences include: _____

In twenty-five words or less explain why you would like to attend a leadership conference:

Attach two letters of recommendation: (one from your chapter adviser and the other from a school or community leader)

Statement of Financial Verification

I have financial assistance from _____ for any additional personal expenses in connection with attendance at this function.
____ Yes ____ No

Signature of Applicant Signature of Principal

Signature of Parent or Guardian Signature of Local Adviser