

Florida
Family, Career and Community
Leaders of America (FCCLA)
**NEW ADVISER
HANDBOOK**
2010

Join the Team!

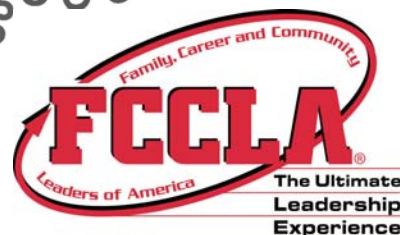


TABLE OF CONTENTS

The Adviser – A Very Special Person	4
How do you affiliate?	5-6
New Chapter	6
Suggestions for strengthening chapters	7-9
The Chapter meeting	10-12
Requirements of a Chapter meeting	13
Chapter finances.....	14
Fundraising	15
Sample Chapter Budget	16
FCCLA Traditions	17-18
FCCLA Mission Statement	19
FCCLA Opening & Closing Ceremonies	19
DATES TO REMEMBER	20-21
Florida FCCLA Districts	22
Florida District Advisers	22-23
National FCCLA information	24-28
FCCLA Planning Process	25
Membership Services	25
National Programs	26-27
Competitive Events	27
Awards and Scholarships	28
Florida FCCLA State Information	29-30
Chapter Involvement Activities.....	31
The District Meeting.....	32
Competitive Events (District & State)	33
Candidates for District & State Office.....	34
Procedures for Officer Elections	35-38
Qualifications for District Officers	39
District Officer Responsibilities	39-40
Application for District Office	41-42
Qualifications for State Officers	43
Duties of State Officers	44-45
Application for State Office	46-47
Voting Delegate Responsibilities at SLC	48

A Working Guide in Progress for Your Involvement in FCCLA

PREFACE

The Florida FCCLA New Adviser Handbook is designed to serve as a guide to new advisers of the organization. Throughout the years, the Florida Association and Foundation of Family, Career & Community Leaders of America has provided leadership opportunities for countless students and has served as a source of many innovative ideas for the national organization. It is my hope that the information included in this publication will better prepare you for your participation in the organization.

There are many items referenced in this handbook such as applications, contests, and awards that can be found in greater detail in the Florida FCCLA Handbook on our website at www.ffccla.org. You can also find more detailed information on programs and awards at the national website, www.fcclainc.org.

We hope that you find this information useful and if you have any comments or suggestions please do not hesitate to contact us.

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THE ADVISER—A Very Special Person!!!

It's you, the local chapter adviser, who really makes our Florida FCCLA Association go and grow!

It is your –

- Enthusiasm
- Positive Attitudes
- Love of Students
- Dedication and
- Willingness to Share

that really builds chapters and provides exciting opportunities for young people to learn and develop.

You as an adviser give members a chance to experience by encouraging them to join FCCLA.

1. A chance to attend well-planned monthly meetings.
 - a. Inspiring “Thought for the Day”
 - b. Experience the use of correct parliamentary procedure
 - c. Participation in group singing, relaxers, program goals and chapter business
 - d. Challenging programs
2. A chance to run for and possibly serve as a local, district, state, or national officer.
 - a. Excitement of running
 - b. Excitement of winning
 - c. Growth through not winning
 - d. Recognition
 - e. Valuable leadership training
3. A chance to travel to:
 - a. District Meeting
 - b. Proficiency Events Meeting
 - c. State Leadership Conference
 - d. National Cluster Meeting
 - e. National Leadership Conference
 - f. Leadership Development Workshops
4. A chance to work on and benefit from many projects and activities each year
5. A chance to participate in good, wholesome recreation:
 - a. picnics
 - b. skating
 - c. field Trips
 - d. dances
 - e. banquets
 - f. talent Shows
 - g. member-Parent Activities
 - h. fund-raising Activities
6. A chance to get to know and understand many new people.
7. A chance to be a part of an outstanding youth organization with many worthwhile goals.
8. A chance to put more meaning into leisure-time activities by working on meaningful projects and goals
9. A chance to read the national FCCLA magazine, *TEEN TIMES*, and find out what other young people are doing throughout the state and nation.

HOW DO YOU AFFILIATE?

Affiliation is as close and as easy as your computer keyboard. Chapters may affiliate online at the national website by going to **www.fcclainc.org** and click on the membership tab to affiliate! This is the preferred method. Your chapter ID number can be found on all correspondence mailed to you from the national office. If you are a new chapter, you will have to be assigned a chapter ID number.

In order to compete at your district meetings, you must affiliate by October 31. If you affiliate early, you will be sure to receive all membership privileges. If your members wish to compete in STAR/Proficiency Events then the Florida state deadline for affiliation is January 31.

There are many types of dues payments that are accepted for affiliation such as school or district purchase orders, credit cards, or checks made payable to FCCLA. Please remember to make a copy of your affiliation and student roster for your records. Send one copy to the national office and two copies to your District Adviser. Your District Adviser will send one of your copies to the state office for their files.

Middle school affiliation:

A middle school can choose either of 2 ways to affiliate FACS students.

- 1. Middle Level Affiliation:** Advisors can affiliate chapters for a flat rate fee. All students in grades 8 or below that are enrolled in a FACS course for a semester or less, are eligible for this affiliation. The annual national affiliation fee for Middle Level is \$450 and the state affiliation fee is \$200 for a total affiliation fee of \$650. The \$450 is based on 50 paid memberships and will entitle each eligible chapter to receive 50 copies of *Teen Times* magazine. The \$200 state fee entitles the school to 29 membership pins since that is the actual paid memberships. After the initial fee is paid, all the adviser needs to do is send in a new list of students at the beginning of the new class.
- 2. Individual Affiliation:** Middle schools with small enrollments may want to continue to affiliate individual members at \$9 each national and \$7 each state dues.

High School affiliation:

Comprehensive affiliation: students who have been or are enrolled in a Family and Consumer Science course.

Occupational affiliation: students who are enrolled in a school-to-work based program (ie: Childcare, Culinary Arts, Fashion Design).

Please note: Once a student is enrolled as a specific affiliation , that is the category in which they compete in, they may not change affiliations.

Urban affiliation:

Urban school districts (counties) located within the corporate limits of a city with a core population of 300,000 or more can enroll all of its students currently or previously enrolled in a FACS education course. The national fee is \$4500 for national dues and \$3500 for state dues for the entire county. This is the equivalent of paying for 500 members yet it allows the county to affiliate all FACS students. Copies of class rosters are required. The district will receive 500 copies of *Teen Times* and each chapter adviser will receive a copy of *The Adviser*.

Be sure to check with your District Adviser for the district preferred method of affiliation.

New Chapter – How To Organize

Visit state and national websites at: www.flccla.org and www.fcclainc.org

1. Invite a neighboring chapter to come and present a program to students interested in forming a chapter.
2. Invite the state officer in the district and the district advisor to an organizational meeting.
3. Check the records in the FACS department file to see if FCCLA materials are available.
4. Email the state office at flccla@yahoo.com and ask for materials to start a new chapter.
5. Begin a file drawer of FCCLA materials.
6. Send state and national dues early in the school year, and then follow with additional dues later.
7. Contact key people to discuss FCCLA and what it has to offer students:
 - Administrative and supervisory staff in school and district
 - Students in your classes
 - Other FACS teachers
8. Set aside a corner of the FACS department for FCCLA materials and a bulletin board. Make use of bulletin boards throughout the school, if available.
9. Talk with the administration about the:
 - Organization of the chapter
 - Purpose of the chapter
 - Plans for a program of work
 - Time and place for meetings
 - School regulations for FCCLA activities
 - Plans for integrating FCCLA into the FACS classes
10. Try to get back issues of *TEEN Times* magazine for suggestions of projects and programs of work.
11. Write bylaws for your chapter in accordance to the National and State bylaws found on their websites .
12. Talk with teachers who have a chapter to ask for suggestions.
13. Encourage students to join.
14. Stress importance of attendance at executive and chapter meetings.

SUGGESTIONS FOR STRENGTHENING FCCLA CHAPTERS

“Chapter Management”

Membership

1. Hold a membership promotion campaign. Consider:
 - Having a membership social for students who are eligible to become members.
 - Having a program portraying aims and activities of the organization.
 - Getting “key” school leaders to join.
 - Setting a dues deadline and planning something special for those who join before the deadline. Making membership special—Present membership cards as part of a meeting.
2. Conduct orientation activities for new members that includes work with:
 - The FCCLA purpose
 - The official logo
 - The creed
 - The opening and closing ceremonies
3. Recognize outstanding FCCLA members through selection of Members of Month and Member of Year.

Chapter Officers

1. Evaluate time and method for selection of officers.
2. Carry out workshops for officers, adviser, and local student FCCLA leaders.
3. Hold an executive council meeting before the regular chapter meeting to plan agenda.
4. Own at least one good parliamentary procedure reference. Insist that members learn rules and practice at all meetings.
5. Invite FFA parliamentary procedure team to demonstrate proper parliamentary procedures.

Programs

1. Make tentative plans for chapter programs on a yearly basis. Plan a good balance of activities to include some self-improvement, service, and fun.
2. Maintain a chapter library that contains good program materials.
3. Provide opportunities for members to read *TEEN TIMES*, and other FCCLA publications.
4. Develop and use a program planning form for your program of work.
5. Refer to current order form from FCCLA headquarters for audio-visuals and other materials that might enrich chapter activities.
6. Vary the types of programs.
7. Include a variety of program activities, such as:
 - An area where students can talk, maybe write down their concerns.
 - Special interest groups or concern sessions.
 - Skits developed by members.
 - Resource persons. (Try using parents as resource persons, as they have many talents.)
 - Audio-visuals

- Field Trips
- Demonstrations
- Laboratory or work session
- Joint meetings with other groups
- Program swap with other groups
- Panels and symposiums
- Talent program (teachers, parents, other students, community leaders)

Meetings

1. Schedule meetings at a time when most members can participate.
2. Encourage participation in chapter activities by all members and officers.
3. Give more students leadership responsibilities.
4. Encourage participation by all members in district and state activities.

Publicity

1. Publicize chapter activities through:
 - Newspapers
 - Mobiles
 - Posters
 - Radio
 - TV
 - Buttons
 - Name tags
 - School announcements
 - Flyers in each room
 - Bulletin boards
 - your school website
 - *TEEN TIMES*
2. Sponsor assembly on FCCLA activities.
3. Have an information booth located in a prominent place.
4. Prepare an information booth for local and state fairs, carnivals, etc.
5. Put *TEEN TIMES* copies in local offices of doctors, dentists, orthodontists.
6. Involve administrators in special efforts to upgrade FCCLA image.
7. Plan more activities involving nonmembers.

Projects

1. Hold concern sessions to begin planning projects.
2. Broaden existing projects to make them more extensive and worthwhile.
3. Involve whole school in a project.
4. Use the planning process in planning and carrying out chapter project.
5. Plan personal growth projects using Power of One.

Money-Making Projects

- Walk-a-thon
- Fashion Show for boys and men, children, elderly
- Wish list (service seller)
- Booth at County Fair
- Auction
- Bazaar
- Sale of cookbooks, stationery, candy, helium balloons, candles, cleaning supplies, emergency flares, etc.

Service Project

1. Include at least one service project in yearly plans.
2. Service projects might include, but are not limited to:
 - maintaining a “clothes closet” for needy persons.
 - serving as tutors for children or as teacher’s aide “Adopt A Grandparent”
 - conducting a story-time for children (either in library or FACS)
 - have “learning sessions”: Members might help the elderly, handicapped or children with crafts or arrange for some person to teach a craft to a small group.
 - seat belt safety.
3. Activities for special groups, such as children, elderly, and handicapped might include:
 - having parties on special occasions.
 - sending cards.
 - sponsoring a meal or banquet.
 - providing dial-a-day telephone service (call a particular person each day to check on them.)
 - writing letters.
 - reading to, or just visiting with them.
 - sending fruit or “goody” baskets.

Social Activities

1. Plan some social activities that include persons other than members.
Examples:
 - Father-Daughter activities
 - Brother- Sister activity
 - family activity
 - a cookout, fish fry, barbecue, or athletic event. (to include Board of Education, faculty, other organization, parents.)
2. Limit number of social activities, but keep quality high.

THE CHAPTER MEETING

Types of Meeting

All successful FCCLA chapters hold regular, well planned meetings, which allow members to become involved. Understanding the types of chapter meetings, officer positions, and responsibility is essential to good chapter management. There are four basic types of meetings:

1. **Business**—Functions of the business meeting include discussing and planning activities, fulfilling responsibilities, presenting officer reports, electing officers, and establishing committees.
2. **Educational**—Educational meetings are those at which special presentations are made through films, slides, guest speakers, panels, or field trips.
3. **Social**—These meetings are usually held outside of class and are recreational in nature, such as dances, roller skating parties, and up-membership activities.
4. **Service**—Service meetings are usually community-based. Activities may include those projects, which benefit the handicapped or elderly, or meet the needs of the community.

A chapter will hold all of these types of meetings as part of its program of work. Many chapter meetings will be a combination of these types. You will have to decide when and where to hold chapter meetings. Options for meetings and activity times include:

- activity period
- before school
- lunch period
- after school
- during a Family and Consumer Science class
- on weekends
- in the evening

Before deciding on a time to meet, evaluate the relationship of class to chapter learning, available transportation, extracurricular commitments of potential and current members, and the number of eligible members with after school and/or weekend jobs. Which meeting can accommodate the most students?

Organizing a meeting

No matter what type of meeting your chapter decides to have, following certain fundamental will help guarantee a successful meeting. First, learning the use of parliamentary procedure is an important step in chapter management. Obtaining a copy of the latest addition of *Robert's Rules of Order* will be beneficial. Parliamentary law is designed to accomplish four main objectives. A properly conducted business meeting will have:

1. One thing at a time.
2. Courtesy to everyone.
3. The rule of the majority.

4. The rights of the minority.

There is nothing mysterious or complex about parliamentary law.

In addition to a basic understanding of parliamentary procedure, chapters will need to learn to prepare an agenda, keep financial records, take accurate minutes and delegate responsibilities in setting up the meeting space.

An agenda serves as an order of events for the meetings. It is important in assuring that no item of business is forgotten. The agenda should be prepared by the chapter executive council. The council is composed of chapter officers, advisor, and those who are on major committees. The president presides over the executive council. Following the executive council meeting, the secretary should prepare a written agenda and distribute or post it for members to review.

Sample Agenda Format for Chapter Meeting:

_____ Chapter of FFCLA

Date _____ Time _____ AM _____ PM

To be conducted by _____ Position _____

MEETING: Regular _____ Executive _____ Special _____

OPENING CEREMONY:

Determination of quorum: Roll Call _____ Sign in _____

MINUTES: Read _____ Distribute duplicate copies _____ Omit _____

TREASURER’S REPORT: _____

COMMITTEE REPORTS:

Person scheduled to give report:

1. _____

2. _____

3. _____

4. _____

OLD BUSINESS:

1. _____

2. _____

3. _____

NEW BUSINESS:

1. _____

2. _____

3. _____

Committees to be appointed

Possible Chairpersons

1. _____

2. _____

- PROGRAM**
- ANNOUNCEMENTS**
- CLOSING CEREMONY**
- ADJOURNMENT**

After the meeting agenda has been planned, officers and chapter members should accept responsibilities for preparing for the meeting. The following meeting checklist may be used.

Publicity/Promotion/Notifying	Whose Job	By when
_____ Check scheduled time in office	_____	_____
_____ Notices to members	_____	_____
_____ Announcements over P.A./ memo to classroom	_____	_____
_____ Article in newspaper	_____	_____
_____ Radio or T.V. spot for large meeting	_____	_____
Agenda/ Resources		
_____ Copies of agenda	_____	_____
_____ Previous meetings	_____	_____
_____ Committee reports (written copy for secretary)	_____	_____
_____ Books, materials needed	_____	_____
_____ Copies of any handouts	_____	_____
Equipment for Meeting		
_____ Set up tables & chairs	_____	_____
_____ Podium/ gavel/ easel, if needed	_____	_____
_____ Any audiovisual material	_____	_____
_____ Return equipment after meeting	_____	_____
Program/ Refreshments		
_____ Planning program	_____	_____
_____ Relaxer, songs	_____	_____
_____ Bring, serve refreshments	_____	_____
_____ Plan any after-meeting activities	_____	_____
_____ Clean up	_____	_____

Requirements for a Meeting

Once the meeting agenda has been developed and the members have been appropriately notified the meeting can take place.

In conducting a meeting, one should remember that there are three major requirements:

1. A presiding officer must be present.
2. Someone must keep a record of business transacted and present a financial report.
3. Enough members must be present (quorum, generally 50% of the membership) to present motions and take part in the proceeding.

The president's role is always one of presiding over the meeting rather than directing. Generally, the president votes only in the case of a tie and may not enter in the discussions unless one of the other officers is asked to assume the role of the chair. In addition, it should be remembered that the president does not introduce new items of business.

The secretary prepares the agenda for each meeting, generally keeps a complete membership roster, and keeps an accurate record of transactions (minutes) by the group.

Sample Secretary Record:

This form may help the chapter secretary organize his or her notes while recording chapter meeting and reading the minutes of past meetings to the group. (Secretary record keeping books are available from Service. Inc.

The _____ meeting of the _____ Chapter of the Family
(Month or call) (Name of School)
Career and Community Leaders of America was called to order _____
(Date and Time)

by _____

Minutes of the previous meeting were approved as read (or as corrected)

Committee reports were given as follows:

The business discussed included: _____

The program was _____

The meeting was adjourned (time) _____

Signature of Secretary

The treasurer presents the financial report to the chapter.

Committee chairmen should be prepared to give a report of any work done by their committee since the last meeting. A written report should be submitted to the secretary for the minutes.

Sample Financial Report:

This format may be used by the chapter treasurer in preparing a financial report for chapter meetings. Copies of the report should be kept for chapter records.

Balance on hand _____ (Date of last report)	\$ _____
Income _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Income _____	\$ _____
Expenditures _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expenditures _____	\$ _____
Balance on hand as of _____ (Date)	\$ _____
Signed _____	

Chapter Finances

As in any organization, a well run FCCLA Chapter must have an organization method of dealing with chapter finances. It is wise to think about a budget early in chapter planning. The treasurer and a small committee should plan a tentative budget to present to the entire membership. Chapter dues, set by individual chapters, provide the basis of the budget, but many projects will require more funding than dues will provide. Chapters can help fund projects and assist members in paying their dues through a variety of fund-raising activities.

Fund-Raising

Before planning any fundraiser, it is important to understand your school and county policies on fund-raising. Your chapter may not be permitted to have a fund-raiser or the number of fund-raising activities may be limited. If this is the case, discuss school policies with the principal and ask for alternative ways of meeting chapter financial needs. Money can be donated in different ways.

Some ways include:

- Cash contributions.
- Pledge or promise of a donation, at a later date.
- FCCLA Booster Club
- Tapping of local business, banks, civic or service organizations, school board, or chapter advisory committee for money to attend state, district, and national meetings.

Keeping accurate records is the key to any successful fundraiser. Before beginning, develop a system for accepting and receipting money turned in by the chapter members.

Planning a budget

Budget planning involves three basic steps. These are as follows:

1. List all expenses you can anticipate. (*Some potential chapter expenses might include:*)
 - a. Expenses for chapter projects
 - b. Expenses for County, District, State and/or National Meetings and Events
 - c. Officer supplies
 - d. Transportation to meetings
 - e. Initiation and installation expenses
 - f. Appreciation gifts for speakers and administrators
 - g. Awards
 - h. Chapter recreation and socials
 - i. Photo printing

2. List ways of earning money to cover anticipated expenses. Possible fund-raising ideas are listed below:
 - a. Rummage sale
 - b. Talent show
 - c. Car wash
 - d. Babysitting
 - e. Manage a fruit cart between classes or sell nutritious snacks at sports events.
 - f. Sell message buttons or balloons.
 - g. Organize a children's party planning service.
 - h. Sponsor an endurance event, such as a dance-a-thon.

3. Compile information from steps 1 and 2 to form a proposed budget. A sample budget is on the next page.

Sample Chapter Budget:

Period: (from) _____ (to) _____

INCOME: Dues: _____ members @ \$ _____ = \$ _____

Money-Making Projects

 _____ \$ _____

Contributions

 _____ \$ _____

TOTALS \$ _____

EXPENDITURES

Dues -

State @ \$ _____ \$ _____
 National @ \$ _____ \$ _____

Supplies -

Emblematic Materials \$ _____ \$ _____
 Stationery and Stamps \$ _____ \$ _____
 Posters, Art Supplies \$ _____ \$ _____
 Publications \$ _____ \$ _____
 Miscellaneous \$ _____ \$ _____

Meetings -

District-registration, transportation \$ _____ \$ _____
 Proficiency Events-registration, transportation \$ _____ \$ _____
 State Convention-registration, transportation \$ _____ \$ _____
 National Meeting \$ _____ \$ _____

Projects -

National FCCLA Week \$ _____ \$ _____
 Others \$ _____ \$ _____

Socials -

Parent's Night \$ _____ \$ _____
 Refreshments \$ _____ \$ _____

TOTALS \$ _____

FCCLA TRADITIONS

FCCLA 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.

FCCLA Purposes:

1. To provide opportunities for personal development and preparation for adult life.
2. To strengthen the function of the family as a basic unity 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 develop interest in family and consumer sciences and related occupations.

FCCLA Motto:

"Toward New Horizons" is the FCCLA motto. This motto expresses the purposes of the organization learning to live better today so that our lives and those of our families may be better tomorrow.

FCCLA Colors:

The official colors are red and white. The colors are symbolic of youth: red for strength, courage and determination and white for sincerity of purpose and integrity of action.

FCCLA 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. It is found in almost every country in the Northern Hemisphere and is symbolic of vibrant, glowing health, which contributes to happiness and efficiency in home and family life.

FCCLA Logo:

As the millennium turned... so did the version of the FCCLA logo. The new logo 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 logo will continue to be red, the color of the rose as a sign of strength. The sweeping arrow arch is a common motif in today's designs and embodies an active organization that moves towards new arenas. All logos can be downloaded by visiting the national website at www.fcclainc.org.



Pins and Symbols:

1. The pin is a reproduction of the FCCLA emblem. Members, advisors, honorary members, and chapter parents may wear the pin.
 - Active members use the shield guard carrying the letters FCCLA.
 - The guard for advisors is an A.
 - The guard for honorary members is an H.
 - The guard for parents is a P.
 - Officers may use the guard, which indicates their office.
2. The FCCLA pin is worn over the heart. Place the guard to the left of and on a level with the lower edge of the pin.
3. Only one guard may be worn.
4. Symbols denoting completion of projects may be attached to the chain connecting the pin and guard. The symbol for Power of One is the number 1. These pins are ½ inch high and come in five different colors to represent the five modules.
 - White – A Better You
 - Blue – Family Ties
 - Gold - Working on Working
 - Green – Take the Lead
 - Red –Speak Out for Family, Career and Community Leaders of America
5. The number of symbols to be worn at one time is left to the discretion of the wearer.
6. There are also pins for completion of each of the national projects.

FCCLA Official Articles

API is the official supplier of FCCLA emblematic materials and supplies. You can order through the national website at www.fcclainc.org.

Publications

Teen Times is the official national magazine of FCCLA. It is issued four times a year to affiliated chapters. A copy for each affiliated member is mailed to the local FCCLA chapter.

The Adviser is the official national magazine of FCCLA Advisors. It is issued three times a year to affiliated chapters. Each chapter receives one copy mailed directly.

FCCLA Mission Statement

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 communications;
- practical knowledge; and
- career preparation

OPENING CEREMONY

PRESIDENT: (Give a rap with the gavel signaling membership to stand)

We are the 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 career preparation.

MEMBERS: As we work toward the accomplishments of our goals, we learn cooperation, take responsibility, develop leadership and give service.

PRESIDENT: This meeting of State Association of Family, Career and Community Leaders of America is now in session.

CLOSING CEREMONY

PRESIDENT: (Give a rap with the gavel signaling membership to stand)

Family, Career and Community Leaders of America, we are challenged to accept the responsibility of making today's decisions that affect our lives and the world in which we live. Let us repeat our Creed:

ALL: We are the Family, Career and Community Leaders of America.
We face the future with warm courage and high hope.

For we have 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 expressions 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.

DATES TO REMEMBER

The following are dates that may be useful to you throughout the year.

DEADLINES ARE VERY IMPORTANT!!-MARK YOUR CALENDARS!

Fall Leadership Training & Competitive Events Workshop	October
District Meeting You should receive information from your district adviser about your district meeting. He/She will notify you of deadlines.	November
Affiliation to National to run candidates and vote	October 31
Affiliation to District Adviser	October 31
District/State officer candidate application(s) due to District Adviser	October 31
CLUSTER Meetings More information on national website	November
Submit articles for TEEN TIMES Magazine to National	Any time
Beth Middleton Memorial Scholarship to National	December 1
Distinguished Service/Honorary Member/Alumni Achievement Award Applications to State Office	December 15
Competitive Events Registration to District Adviser	January
Affiliation to National to enter proficiency events	January
Chapter mailing with State Leadership Info	January
Competitive Events competition Exact date TBA by your district adviser	Jan./Feb.
Registration/Deposits for State Meeting to State Office Exact date TBA in SLC Packet released in January	February
Spirit of Advising Award to State Office	February 1
Students competing in National STAR Events must be affiliated by	March 1

Scholarship Application to State Executive Director	March 1
Raye Virginia Allen State President's Scholarship to National	March 1
National Technical Honor Society Scholarship to Nationals	March 1
Power of One Recognition applications to State Office	March 1
State Leadership Conference Exact dates vary	March/April
Adviser-Mentor Award applications	March 1
FCCLA State Adviser of the Year Award	March 1
Integration of Core Academics Award for Advisers	March 1
Master Adviser Award applications	March 1
National School Administrator Award	March 1
Be Part of It! Award	March 1
National Leadership Conference Exact dates vary	July

*More award application deadlines can be found on the national website at www.fcclainc.org and additional state information can be found on the state website at www.flccla.org.

FLORIDA FCCLA DISTRICTS

The state of Florida is divided into ten (10) districts.

The counties for each district are listed below:

- District 1:** Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Washington, Bay, Jackson, Calhoun, Gulf.
- District 2:** Gadsden, Liberty, Franklin, Leon, Wakulla, Jefferson, Madison, Taylor, Hamilton, Suwannee, Lafayette, Dixie, Columbia, Gilchrist.
- District 3:** Baker, Union, Bradford, Alachua, Nassau, Duval, Clay, Putnam, St. Johns, Flagler.
- District 4:** Levy, Citrus, Marion, Sumter, Lake, Volusia, Seminole, Orange.
- District 5:** Polk, Osceola, Okeechobee, Brevard, Indian River, St. Lucie.
- District 6:** Hernando, Pasco, Hillsborough, Pinellas.
- District 7:** Manatee, Sarasota, Hardee, DeSoto, Charlotte, Lee, Highlands, Glades, Hendry.
- District 8:** Martin, Palm Beach.
- District 9:** Collier, Broward
- District 10:** Monroe, Dade

FLORIDA DISTRICT ADVISERS:

Tami Hall District I	Marianna High School 3546 Caverns Road, Marianna, FL 32446 Tami.Hall@jcsb.org	850 -482 -9605 Ext. 293
Debra Smith District I	Ponce de Leon High School 1477 Ammons Road, Ponce de Leon, FL 32455 debrasmith80@hotmail.com	850 -836 -4242 Ext. 243
Monteze Walker District II	Madison County High School 2649 US Hwy 90W, Madison, FL 32340 walkerm@madison.k12.fl.us	850 -973 -5061 Ext. 135
Donna Johnson District III	Interlachen High School 126 N CR 315, Interlachen, FL 32148 djohnson@putnamschools.org	386 -684 -2116 Ext. 269
Sue Fitton District IV	Spruce Creek High School 801 Taylor Road, Port Orange, FL 32127 chfitton@volusia.k12.fl.us	386 -322 -6272 Ext. 37739
Vikki Jackson District V	Kathleen Middle School 3625 Kathleen Pines, Lakeland, FL 33810 vikki.jackson@polk -fl.net	863 -815 -6555

Denice Stanforth District VI	Hillsborough High School 5000 Central Ave., Tampa, FL 33603 denice.stanforth@sdhc.k12.fl.us	813 - 276 - 5620 Ext. 302
Debbie Scourtes District VI	Progress Village Middle School 8113 Zinnia Dr., Tampa, FL 33619 deborah.scourtes@sdhc.k12.fl.us	813 - 671 - 5110
Elaine Bowling District VII	Lakewood Ranch High School 5500 Lakewood Ranch Blvd., Bradenton, FL 34202 bowlinge@fc.manatee.k12.fl.us	941 - 727 - 6100 Ext. 2140
Jill Bergeron District VII	Braden River Middle School 6215 River Club Blvd., Bradenton, FL 34202 bergeroj@fc.manatee.k12.fl.us	941 - 751 - 7080 Ext. 2072
Michelle Matella District VIII	Santaluces High School 6880 Lawrence Road, Lantana, FL 33462 matellam@palmbeach.k12.fl.us	561 - 357 - 6113
Linda Mueller District VIII	Olympic Heights High School 20101 Lyons Road, Boca Raton, FL 33434 mueller@palmbeach.k12.fl.us	561 - 852 - 6900
Kayhlene Gainer District IX	Coral Springs High School 7201 W Sample Road, Coral Springs, FL 33065 cindy.grabelsky@browardschools.com	754 - 322 - 0500
Nuris Binett District X	Doral Middle School 5005 NW 112th Ave, Miami, FL 33178 nbinett@dadeschools.net	305 - 592 - 2822 Ext. 2140
Maytee Rios District X	Miami Coral Park SR High School 8865 SW 16th St, Miami, FL 33165 mayteerios@dadeschools.net	305 - 226 - 6565 Ext. 2421

NATIONAL INFORMATION:

FCCLA is a nonprofit career and technical student organization for young men and women in family and consumer sciences education in public and private schools through grade 12.

Building Skills for Life

Family, Career and Community Leaders of America is a dynamic and effective student organization that helps young men and women become leaders and address important personal, family, work and societal issues through family and consumer sciences education.

Chapter projects focus on a variety of youth concerns, including teen pregnancy; parenting; family relationships; substance abuse; peer pressure; environment; nutrition and fitness; teen violence; and career exploration.

Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life planning, goal setting, problem solving, decision making, and interpersonal communication necessary in the home place.

Program Emphasis

FCCLA-

- is the only in-school student organization with the family as its central focus.
- is a career and technical student organization that functions as an integral part of the family and consumer sciences education curriculum and operates within the school system.
- provides opportunities for active student participation at local, state, and national levels.

Membership

FCCLA has a national membership of nearly 220,000 young men and women in nearly 8,000 local chapters. There are 53 state associations including the District of Columbia, Puerto Rico, and the Virgin Islands. Since its founding in 1945, FCCLA has involved more than nine million youth. Former members are eligible to become members of Alumni & Associates.

Governance

Ten national officers (students) are elected by the voting delegates at the annual National Leadership Meeting and together make up the National Executive Council.

The National Board of Directors is composed of adult representatives from education and business and four youth representatives.

National Staff

An executive director leads the organization and heads a national staff that gives direction to and carries out programs, communications, membership services and financial management.

State associations and local chapters elect their own youth officers. State programs come under the direction of family and consumer sciences education staff. Chapter advisors are family and consumer sciences teachers.

Financial and Cooperative Support

FCCLA is supported primarily by student membership dues. Additional funds are raised from individuals, corporations and foundations. FCCLA is endorsed by the U.S. Department of Education (Office of Vocational and Adult Education) and the American Association of Family and Consumer Sciences (AAFCS).

Family, Career and Community Leaders of America, Inc.

1910 Association Drive

Reston, Virginia 20191-1584

(703) 476-4900 - Fax (703) 860-2713

Email: natlhdqts@fclainc.org

Website: www.fclainc.org - Michael Benjamin, Executive Director

The Planning Process



Identify Concerns

- Brainstorm for ideas
- Evaluate
- Narrow down

Set your goal

- Be specific
- Consider resources

Form a plan

- Who
- What
- Where
- When
- How

Act

- Carry out plan

Follow up

- Evaluate
- Publicize

MEMBERSHIP SERVICES

**Teen Times*

Stay informed with the official magazine of national FCCLA, *Teen Times*, published four times during the school year. Connect to project ideas, programs, and chapters across the country.

**The Adviser*

The Adviser, a publication for chapter advisers, is a great resource for up-to-date information on FACS Education, FCCLA chapter management, professional development, and colleague accomplishments. This publication is published two times a year.

Adviser Academy

FCCLA is proud to introduce its new Adviser Academy—a five phase program for national FCCLA recognition. Advisers will receive a certificate of completion for the Adviser Academy. The Adviser Academy is anticipated to become a cohort of 100 advisers with extensive knowledge of FCCLA and a broad range of professional development. Participants will also be prepared to serve as a resource for state advisers.

- **Track 1: New Adviser-Developing a Chapter Vision**
- **Track 2: Using Legislation to Change the Classroom**
- **Track 3: Leading at School**
- **Track 4: Remaining Relevant as a Chapter**
- **Track 5: Participating at the State Level**

Over the two year period of completing the Adviser Academy participants will be required to build a strong relationship with their state adviser and participate in at least one state meeting (e.g. conduct a workshop).

Membership Campaign

Don't just watch it! Don't just talk about it! Be Part of It!

Use the Be Part of It! Membership CD, poster, and monthly information sheets on the FCCLA web site to recruit, retain, and recognize your FCCLA members.

Alumni & Associates

Show your support for FCCLA and give back to the organization that builds leaders for families, careers, and communities. To support Alumni & Associates, go to www.fcclainc.org and download the enrollment form from the Membership section.

PROGRAMS

For more detailed information on national programs, meetings, recognition opportunities, and membership services, visit the National FCCLA website at

www.fcclainc.org. Award applications are also available on the National website.

Career Connection

Learn how to explore career pathways and skills for success in families, careers, and communities.

Community Service Award

Take action in your community and discover the difference you can make.

Dynamic Leadership

Ignite the fire of Dynamic Leadership! Try new leadership experiences and investigate exciting topics through interactive participation in various national programs.

Families First

Discover how you can strengthen family relationships through FCCLA's national peer education program, *Families First*.

Awards sponsored by NRTA: AARP's Educator Community.

FACTS

(Families Acting for Community Traffic Safety)

Put the brakes on impaired driving and traffic crashes. Through peer education help your friends arrive alive and lower the number one cause of death for youth in America.

Financial Fitness

Manage your money! Use this program to help you make, save, and spend your money wisely to be financially fit.

Awards sponsored by Visa USA's Practical Money Skills for Life.

Healthy Relationships

Gain the skills necessary to evaluate your current relationships, develop and maintain healthy relationships, and understand how to improve healthy ones or end unhealthy ones.

Japanese Exchange Program

Experience another culture and develop independence while living with a Japanese host family.

Sponsored by the Kikkoman Corporation.

Leaders at Work

Put yourself in charge of your future! Enhance your job skills and gain valuable on-site work experience.

Power of One

Give yourself the power to make a positive change in your families, careers, and communities, one goal at a time.

STOP the Violence—Students Taking on Prevention

Empower youth with attitudes, skills, and resources to recognize, report, and reduce youth violence.

Student Body

Eat right, be fit, and make healthy choices!

COMPETITIVE EVENTS

STAR Events

(Students Taking Action with Recognition)

Earn your place in the spotlight! Use STAR Events to build proficiency and achievement in leadership and job related skills.

National Awards: Members who participate in *STAR Events* at the National Leadership Conference receive a certificate and a medal.

Deadline: Membership affiliation dues for national *STAR Events* participants must be sent to national FCCLA postmarked by January 31.

Competitions 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

AWARDS & SCHOLARSHIPS

ADULT

- Adviser Mentor-deadline April 1
- Alumni Achievement Award-deadline December 15
- Distinguished Service Award-deadline December 15
- FCCLA State Adviser of the Year Award-deadline April 1
- Honorary Membership-deadline December 15
- Integration of Core Academics Award-deadline April 1
- Master Adviser-deadline April 1
- National School Administrator Award-deadline April 1
- Spirit of Advising Award-Deadline February 1

BUSINESS & INDUSTRY

- Family Economics & Financial Education Award-postmark deadline March 1
- Healthy Relationships National Award-deadline March 1
- National Outstanding Media Award-deadline March 1
- Wiley Publishing, Inc. Scholarship-deadline March 1
- Years of Service Award-given in 5 year increments

YOUTH

- Beth Middleton Memorial Scholarship-deadline December 1
- Dynamic Leadership-deadline April 1
- Japanese Exchange-postmark deadline to be determined
- Leaders at Work-deadline March 1
- National Chapter Public Relations Award-deadline March 1
- National Program Awards-Career Connections, Community Service, FACTS, Families First, Financial Fitness, Stop the Violence, and Student Body-deadline March 1
- National Technical Honor Society Scholarship-deadline March 1
- Power of One Recognition-State Advisers must submit list to national FCCLA postmarked by April 1
- Raye Virginia Allen State President's Scholarship-deadline March 1

STATE INFORMATION:

Contests

Members enter contests at their District Meetings or State Leadership Conference to promote fun participation in FCCLA. Contests include:

- Program Cover
- Talent Sharing
- Banner
- Name tag
- T-Shirt

Activity Date: November & March

Exhibits

Exhibits provide an opportunity for chapters and members to showcase their community involvement projects and other program of work activities. Selected exhibits are displayed during the national “Spotlight on Projects”.

Activity Date: March or April & July

Officer Elections

The pinnacle of leadership opportunities can be achieved through service as an officer. Officers can serve at the chapter, county, district, state or national levels. State Officers help determine policies and procedures, plan the State Leadership Conference, and address Association business such as by-law amendments. State Officers Include:

- President
- President Elect
- Vice President of Careers
- Vice President of Chapter Achievement
- Vice President of Community Service
- Vice President of Program of Work
- Vice President of Public Relations
- Vice President of Recreation
- Historian
- Vice President of Parliamentary Law
- Secretary
- Vice President of Finance
- Vice President of Junior Relations

Activity Date: November & March

Competitive Events

The Florida Competitive Events are competitive events in which members are recognized for proficiency and achievements in team and individual projects, leadership skills and career preparation. These events are designed to develop and enhance occupational competency.

Events include:

- Artistic Reflections
- Decorative Food Centerpiece
- Chapter in Action Scrapbook
- Fashion Construction-Coordinated Outfit
- Fashion Construction-Single Garment
- Fashion Construction-Formal Wear/Costume
- FCCLA Writes-Poetry
- FCCLA Writes-Short Story
- Storytelling

Activity Date: February & March

Theme & Targets:

Every year a new theme and targets are unveiled at the State Leadership Conference.

District Meetings

This annual meeting is the initial opportunity for student members to assemble. Members elect district officers, elect state officer candidates, dispense with district business, and select contest winners to advance to state competitions. Florida is comprised of ten districts.

Activity Date: November

Script Review

Prior to the State Leadership Conference. State Officers meet to write, edit and rehearse the script. The script is a tool for officers to effectively and efficiently conduct the general sessions at the State Leadership Conference. Script Review allows officers to build teamwork and promote proficiency in public speaking.

Scholarships and Awards

- Frances Champion/Kitty Funderburk Bachelor degree scholarship
- Frances Champion/Kitty Funderburk Associate degree or certificate program scholarship
- Carolyn Owsley & Virginia Bert Leadership Development Scholarship Award

Application deadline for the scholarships is March 1.

- Florida State Distinguished Service Award
- Florida FCCLA Student Distinguished Service Award
- Florida FCCLA State Honorary Membership Award

Application deadline for the awards is December 31.

State scholarship and award information can be found on the state website at www.flccla.org under the AWARDS page.

State Leadership Conference

This Career and Technical Student Organization conducts an annual state leadership/competitive event conference as a capstone experience for student members. This conference includes workshops for leadership development, programs of competitive events, and election of State Officers.

Activity Date: March

Summer Council

Summer Council provides the first official opportunity for the new group of State Officers to begin their duties. Leadership workshops on Parliamentary Procedure and Leadership Development are included.

Activity Date: June

Winter Council

State Officers and District Advisers come together to organize and finalize plans for the State Leadership Conference.

Activity Date: January

Membership Services

- Achievement and Recognition Awards
- Chapter Handbook
- Member Handbook
- Membership Pin
- Programs and other printed materials
- Scholarships

SAMPLE EXPLANATION OF CHAPTER INVOLVEMENT ACTIVITIES

CHAPTER SHOW-OFF

- Each chapter who would like to may bring a scrapbook or other similar materials for display at this table.
- The display should be clearly labeled and picked up before you leave.
- This is a nice way to show-off some of your special projects during the year.

SCHOLARSHIP FUND

- Each chapter may make a contribution to the Scholarship Fund and be recognized for that contribution.
- A student will be awarded the Scholarship at the State Leadership Meeting.
Encourage your members to apply (applications are in the handbook)

Suggested format for ROLL CALL

- Each chapter should have a (24x28) poster and/or costume or mascot outfit represent your individual school chapter.
- Each chapter should have one or two representatives to appear on stage as that individual chapter name is called.
- The person should have a 3" x 5" index card to hand to the person from the school in charge of ROLL CALL.

The index card should have printed very clearly the following information:

_____ (student's name) representing
_____ (name of school) which has
_____ (number) affiliated members, and
_____ (number) members here today!

- The individual school representative will hand the card to the person on stage as they go on.

DISTRICT MEETING INFORMATION

The District Meetings are held in November and you will receive information from your District Adviser about registration for this meeting. The state officer that represents your district will preside over the meeting.

A sample agenda for the meeting is:

- Opening ceremony
- Presentation of the colors
- Thought of the Day
- Welcome (vocational director, superintendent, principal, or mayor)
- Introduction of guests
- Presentation of candidates
- Guest speaker (optional)
- Presentation of current state theme and targets
- Explanation of voting
- Voting
- Talent sharing
- Contest winners announcements
- Business session
- Roll Call
- Announcements of candidate winners
- Installation of district officers
- Closing ceremony

Contests

- Program Cover Contest
- Hand Constructed Banner Contest
- Machine/Computer Designed Banner Contest
- Hand Constructed Nametag Contest
- Machine/Computer Designed Nametag Contest
- Hand Constructed T-Shirt Contest
- Machine/Computer Designed T-Shirt Contest
- Poster Contest

COMPETITIVE EVENTS

GENERAL REQUIREMENTS:

All affiliated chapters are eligible to participate in the Florida Competitive Events. District-wide competition will be held during January/February of each school year. Those individuals and teams placing first in district competition will represent their district at the Florida Competitive Events competition held at the State Leadership Conference in the spring. Students placing first or second in the state-level Star Events may be eligible to represent Florida at the National Star Event competition held at the National FCCLA Leadership Conference during July.

All Competitive Events participants must be current dues-paying members of FCCLA, comprehensive or occupational status. District Advisers are responsible for membership verification and must send a copy to the State Competitive Events Coordinator. Any individual member may not participate in more than one event in any given year.

A participant must maintain a required 2.0 grade point average to compete in any event. Chapter advisers are responsible for determining the eligibility of their chapter participants.

Classification of divisions is as follows:

Junior Division: 6th, 7th, 8th, and 9th grades

Senior Division: Comprehensive 10th, 11th, and 12th grades

Occupational Division: 10th, 11th, and 12th grades

Occupational designation refers to any student who is enrolled in a wage-earning curriculum.

COMPETITIVE EVENTS

Competitive Events are a series of competitive events in which members are recognized for proficiency and achievements in chapter and individual projects, leadership skills and occupational preparation. Individual events evaluate one member's performance. Team events evaluate several participants' or a chapter's performance as one entry.

Clarification of a team

A **team** refers to up to 3 participants (STAR EVENTS) from the same chapter or school with the exceptions of Parliamentary Procedure Event may have 4 to 8 participants from the same chapter.

A more detailed summary concerning the categories, eligibility, rules, project specifications, presentation requirements, and general information regarding each event may be found in the STAR Events Manual, which can be downloaded from the national website at www.fcclainc.org and Florida Competitive Events Manual can be downloaded from the state website at www.flfccla.org.

COMPETITIVE EVENTS

These competitive events provide an opportunity for FCCLA members to demonstrate their knowledge and skills in the many areas of Family and Consumer Science. All events are judged by a panel of three adults. Competition begins at the district level. First place awards advance to the State level, and STAR events that earn a first place award go on to National Leadership Conference held in July. All the rules may be found in the Florida Competitive Events Manual and the National STAR Events Manual.

CANDIDATES FOR DISTRICT AND STATE OFFICES

- A chapter that has affiliated by October 31 is eligible to run one candidate per school for each office of :
 1. District Chairperson (must be in grade 9-11)
 2. District Secretary (must be in grade 8-11)
 3. District Reporter (must be in grade 8-9)
 4. District Historian (must be in grade 7 or 8)
 5. State President-Elect (must be in grade 9 or 10)
 6. VP of Junior Relations (must be in grade 7-8)
 7. District-State Office Nominee (must be in grade 9-11)
- Officer candidates should adhere to all rules and regulations outlines in the Adviser's Handbook issued by the State FCCLA office, which can be found on the state website at www.flfcla.org.
- Candidates are reminded to :
 1. Display your proposed project based on one of the current state targets or theme,
 2. Bring 50-100 handouts to give to voting delegates,
 3. Be sure handout is no longer than 8 1/2x 11, no buttons etc. May be used,
 4. Set up display in designated area by 8:20 a.m.
 5. Meet with District Adviser at display area at 8:20 a.m.,
 6. Meet and greet voting delegates from 8:30 a.m.– 8:55 a.m. in display area,
 7. Be in assigned seats at 9:00 a.m. promptly,
 8. Remove display after meeting is adjourned.
- District candidates should come prepared for a win! Girls should bring a white dress for installation ceremony. Boys should bring a white shirt, tie, and dark pants for installation ceremony.

ELECTION OF OFFICERS AT DISTRICT MEETING

Each affiliated chapter may have two candidates run for state offices, one for president-elect and one for state officer. Each affiliated middle school chapter can have one candidate run for VP of Junior Relations. Each affiliated chapter may have one candidate for each district office.

District Chairperson.	9th or 10th, 11th grader
District Secretary.	8th, 9th, 10th, or 11th grader
District Reporter.	8th or 9th grader
District Historian.	7th or 8th grader
State President-Elect	9th or 10th grader
VP of Junior Relations.	7th or 8th grader
District/State Officer.	9th, 10th or 11th grader

A. District Officer Candidate at District Meeting:

Each district will elect district officers at the district meeting on the basis of the following procedure:

1. Officer candidates will be required to plan a project of their own choosing related to one of the current state targets.
2. Elected district officers will complete their projects during their terms of office, reporting at district meeting at the close of their terms.
3. The candidates for office will present a two-minute speech without props, campaign-type posters, or costumes. The speech may be on the proposed project or of a campaign nature, or both.
4. They will do a display of their project plans to be exhibited in a designated area.
5. Each candidate will prepare a one-page handout, a 8 1/2" x 11" or less, 1 or 2 sides, explaining their project. This will be given to delegates as they view the displays, in order to better inform delegates. A brief reference to their candidacy will not be grounds for disqualification. Any embellishments made to the handouts must be permanently attached, (i.e. glitter, ribbon, cotton, etc).
6. There are to be no campaign-type materials distributed or displayed before or during the meeting, other than the one-page handout in item 5. Verbal campaigning at the meeting is approved and encouraged.
7. Any candidates appearing on the program at the meeting prior to the election of officers will be disqualified, unless the candidate is running unopposed.
8. An evaluation sheet of the candidate displays will be completed by each voting delegation to share with their chapter delegation.
9. Opportunities will be provided for voting delegates to meet and interview the candidates.
10. Voting will be at a designated time and polling place to which only properly identified voting delegates will be admitted to receive ballots.

A. State Officer Candidate at District Meeting:

Each district will select nominees for state offices at the district meeting on the basis of the following procedures:

1. Officer candidates will be required to plan a project of their own choosing, related to one of the current state targets.
2. The candidates for office will present a two-minute speech without props, campaign-type posters, or costumes. The speech may be on the proposed project or of a campaign nature, or both.
3. They will do a display of their project plans to be exhibited in a designated area. The display must not exceed 3' deep by 3' wide by 5' high.
4. Each candidate will prepare a one-page handout, 8 1/2" x 11" or less, 1 or 2 sides, explaining their project. This will be given to delegates as they view the displays, in order to better inform delegates. A brief reference to their candidacy will not be grounds for disqualification. Any embellishments must be permanently attached, (i.e. glitter, ribbon, cotton, etc).
5. There are to be no campaign-type materials distributed or displayed before or during the meeting, other than the one-page handout in item 4. Verbal campaigning at the meeting is approved and encouraged.
6. Candidates for state president-elect will participate in a symposium during a general session.
7. Any candidates appearing on the program at the meeting prior to the election of officers will be disqualified, unless the candidate is running unopposed.
8. An evaluation sheet of the candidate displays will be completed by each voting delegate to share with their chapter delegation.

C. State Officer Candidate at State Conference:

Procedures for electing state officers at the State Leadership Conference, from the district nominees, will include the following elements:

1. State officer candidates will be required to complete the state target-related project for which they presented plans at the district meeting.
2. Candidates will present a **two-minute speech** without props, campaign-type posters or costumes. The speech may be on the completed project, of a campaign nature, or combination of both.
3. There are to be **no campaign-type materials** distributed or displayed before or during the conference, except as designated below. Verbal campaigning at the conference is approved and encouraged.
4. Candidates will do a display of their project plans, procedures and results, to be exhibited in a designated area, grouped in sequence by FCCLA offices. The display **must not exceed** 3' deep by 3' wide by 5' high.
5. Each candidate will prepare a handout explaining his/her project. The handout shall be limited to **one 8 1/2" x 11" sheet of paper** and may contain print on one or both sides and may be folded in any manner selected by the candidate. Any embellishment made to the handout must be permanently attached. For example: glitter, ribbon, cotton, etc. Items not allowed include such items as gum, candy, buttons, pens, stickers, money and other items, which may be considered campaign type materials. Only the candidate shall **distribute the handout at his/her project display**. Distribution of the handout at any other place or **in any other manner** shall be grounds for disqualification from candidacy. A brief reference to the candidacy will not be grounds for disqualification. **Persons other than the candidate may not stand at the display to speak on behalf of the candidate or about the display/activities:** this, too, would be grounds for disqualification. The candidate should be at the display at all times this area is open for campaigning.
6. Candidates for state president-elect will participate in a symposium during one of the general sessions. The symposium will consist of one-fact and one thought questions related to FCCLA. Each candidate will receive the same questions.
7. An evaluation sheet of the candidate displays will be completed by each voting delegate to share with their chapter delegation.

8. At the State Conference, opportunities will be provided for voting delegates to meet and interview the candidates for state office.
9. At the State Conference, voting will be at a designated time and in a central polling place. Only properly identified voting delegates will be admitted, receive ballots, and vote.
10. Previous state officers and state office candidates may run again provided they meet the requirements of the Bylaws.

D. Procedures for National Office Election

The national officer candidates must submit with their application the following items:

1. A letter of recommendation from their school administrator indicating the school's support of this student. The letter should also include information regarding school attendance habits of the candidate. (This is important because of the number of required absences).
2. A letter from the local advisor indicating their support of the student's candidacy and their willingness to assume the extra responsibilities of a National Adviser.
3. Three letters of recommendation concerning the candidate's worthiness to serve in the capacity of National Officer. (Examples: community leaders, past or present state officers, past or present district advisers, employers).
4. A letter from the candidate to the Executive Council indicating that FCCLA will be their primary concern if selected as the state's representative.

* All materials should be neatly typed, left bound and on only one side of the page.

* **Failure to submit any of the necessary items will result in disqualification.**

E. Election of National Candidate at State Leadership Meeting

Procedures for electing national officer candidate(s) at the state meeting will include the following elements:

1. Each chapter may only nominate one candidate for national office.
2. Candidates will present a **two**-minute speech without props, campaign-type posters or costumes. The speech should include their qualifications in regard to FCCLA, their goals relating to the organization and the importance of the current FCCLA theme to their candidacy.
3. There are to be no **campaign-type** materials distributed or displayed before or during the state meeting. Verbal campaigning at the conference is approved and encouraged.
4. Candidates will prepare a display interpreting the current FCCLA state theme and its importance to their candidacy. The size of the display must not exceed 3' deep by 3' wide x 5' high. No purchased symbols will be allowed.
5. Candidates will prepare a handout or creative resume for presentation to the voting delegates. The handout should be limited to one 8 ½" x 11" sheet of paper which may contain print on one or both sides. It may be folded in any manner selected by the candidate. Any embellishment made to the handout must be permanently attached. For example; glitter, ribbon, cotton, etc. Items not allowed include such items as gum, candy, buttons, pens, stickers, money and other items, which may be considered campaign-type materials. Only the candidate shall **distribute the handout at his/her project display**. Distribution of the handout at any other place or in any other manner shall be grounds for disqualification from candidacy. A brief reference to the candidacy will not be grounds for disqualification. **Persons other than the candidate may not stand at the display to speak on behalf of the candidate or about the display/activities**; this, too, would be grounds for disqualification. The candidate should be at the display at all times this area is open for campaigning.
6. The candidate should be in the designated area at the appointed time and remain there until dismissed. No one can fill in for or take the place of the candidate.

7. Candidates for national officer will participate in a symposium. There will be a different set of questions than those presented to the president-elect candidates. The symposium will consist of one fact and one thought question related to FCCLA. Each candidate will receive the same questions.
8. Opportunities will be provided for voting delegates to meet and interview the candidates for national office.
9. Voting will take place at the regional meetings. Only properly identified voting delegates will receive ballots and vote.
10. The slate of national officer candidates will be narrowed to two candidates (three in the case of the FCCLA-at –Large candidate requirement) by the majority vote of the general membership.
11. The Executive Council will meet and make the final decision as to the one national officer candidate (two in the case of the FCCLA-at Large candidate requirement) from the state of Florida.

QUALIFICATIONS FOR DISTRICT OFFICE

The Candidate Should:

1. Meet the requirements as stated in the FCCLA By-laws, Article VIII, Section C 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 the English language.
8. Complete officer candidate checklist (see chapter officer section).
9. Complete District Officer Application Form.

Meetings for District Officers:

1. Planning Meetings--District level
2. District Meeting
3. District Proficiency Events
4. State Conference

DISTRICT OFFICER RESPONSIBILITIES

District Reporter Responsibilities

I. State Level

- A. Courtesy Corp. – Host, hostess, monitor seating.
- B. Assist in selling FCCLA promotional items, if applicable.
- C. Assist state officers in presiding at regional meetings.

II. District Level

- A. Prepare a news release regarding district meeting information for chapters to use as a public relations tool.
- B. Submit articles to the state and national newsletters (The Rose Petal; Teen Times)
- C. Work with district secretary in collecting articles from chapter for a one-page newsletter (at least 1 per year) to be mailed to chapters in the district.
- D. Present summary (oral) of project(s) from previous school year at the district meeting.

District Historian Responsibilities

I. State Level

- A. Courtesy Corp. – Host, hostess, monitor seating.
- B. Assist with chapter registration.
- C. Sit in district reserved seating press section and take pictures for the district scrapbook.
- D. Display district scrapbook at the state conference.
- E. Check press badges in the chapter press reserve seating section.
- F. Serve as usher at the regional meeting.
- G. Bring relaxer/energizer to regional meeting and be prepared to conduct if needed.
- H. Assist State Historian at the State Leadership Conference if necessary.

II. District Level

- A. Collect scrapbook materials from local chapters in their district and add to the district scrapbook.
- B. Keep records, photographs and other materials of historical importance of the district.
- C. Compile a scrapbook to be presented at the annual district meeting.

District Secretary Responsibilities

I. State Level

- A. Courtesy Corp. – Host, hostess, monitor seating.
- B. Assist with roll call at the State Leadership Conference (during general session and regional meeting).
- C. Assist with chapter registration.
- D. Sit in reserved seating area; take notes for district record purposes.
- E. Bring relaxer/energizer to regional meeting and be prepared to conduct if needed.

II. District Level

- A. Record the minutes at the district planning meeting and district meeting.
- B. Assist with roll call at the district meeting.
- C. Assist with district correspondence.
- D. Work with district reporter in collecting articles from chapters for a one-page newsletter (at least 1 per year) to be mailed to chapters in the district.
- E. Present summary (oral) of project(s) from previous school year at the district meeting.

District Chairperson's Responsibilities

I. State Level

- A. Courtesy Corp. – Host, hostess, monitor seating, check assembly attire during general sessions.
- B. Assist in selling FCCLA promotional items, if applicable.
- C. Assist state officers in presiding at regional meetings.
- D. Bring relaxer/energizer to regional and be prepared to conduct if needed.

II. District Level

- A. Serve as co-chairperson of the program planning committee for district meetings, preside at the business session of the district meetings, be prepared to assume responsibility and preside at the district meeting in the event the state officer is unable to preside.
- B. Preside at the general session of the district proficiency events; help at state conference with the regional meeting and other sessions as assigned by the state executive council.
- C. Promote membership in FCCLA as determined by the needs of the district in which elected.
- D. Serve as liaison to the state president-elect and to the state officer representing the district.
- E. Present summary (oral) of project(s) from previous school year at the district meeting.

Meetings to attend for all District Officers:

- District Planning Meeting
- District Meeting
- District Proficiency Events
- State Leadership Conference

Note to Advisers:

District officers should bring their display boards to the State Leadership Meeting in the spring. These items will be placed on display during the conference. This will serve as a motivational instrument that will hopefully encourage other students to run for office.

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.

Signature of Chapter Adviser

_____ has my approval to be a candidate for a district 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 district activities, state meetings, meetings called by the district advisor and to perform other duties for which he/she may be responsible.

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, or in anyway violate the governing articles of the constitution.

Signature of the Candidate

QUALIFICATIONS FOR STATE OFFICERS

The Candidate Should:

1. Meet the requirements 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. Script Writing: Approximately 2 days in the Fall
4. Winter Council: Approximately 3 days in January
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 advisor. 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 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 Event Coordinator at the State Leadership Conference.

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.

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.

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.

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 advisors 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.**

Voting Delegate Responsibilities at SLC

According to Article XVIII, Section D in the bylaws, each affiliated chapter shall be allowed two (2) voting delegates at the state conference. Voting privilege shall also be extended to state officers over and above the two (2) delegates from each chapter.

On the opening day of the State Leadership Conference:

- Attend President-elect Round Robin where you will listen to the candidate question and answer session and bring information back to your chapter members
- Visit Candidate Displays and talk with candidates running for President-elect, State Officer, and VP of Junior Relations
- During the first general session you will hear President-elect and Vice President of Junior Relations speeches, be sure to have your rating sheet available to take notes
- Attend Regional Meeting speeches...each candidate will give a speech and then you will caucus with your chapter members using your rating sheets from the opposite side, then you will be asked to submit your vote.

**** You will not be permitted to leave the room until all votes are counted and the Election Supervisor presiding at the meeting has dismissed you.**

On the last final day of the State Leadership Conference:

Second General Session – make sure to sit up front in the voting delegate section. You will be asked to vote for your chapter on any bylaw changes. Please be sure to make yourself and your chapter familiar with any information regarding bylaw changes prior to this session