

**FLORIDA FCCLA
STATE OFFICER CANDIDATE
APPLICATION**



QUALIFICATIONS FOR STATE OFFICERS

The Candidate Should:

1. Meet the qualifications as state in the FCCLA By-laws, Article VIII, section B, and become familiar with the duties of that office as stated in the 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 all 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 State Officer Application Form
10. Must maintain and maintain a minimum 3.0 GPA

As per the Florida Association and Foundation of FCCLA, Inc. Bylaws, all State Officer Candidates must abide by the following guidelines:

STATE OFFICER CANDIDATES

CANDIDATE CRITERIA FOR STATE OFFICES

1. A candidate may not campaign wearing any official designations of his/her current office (name badge, FCCLA red jacket, officer pin, and guard).
2. All campaign materials must be approved by the Executive Director or designee prior to use at the State Leadership Conference.
3. The candidate must set up their candidate display during the designated time at the State Leadership Conference.
4. The candidates must attend the meeting designated for the State Officer and State Officer Candidates at the State Leadership Conference.
5. Candidates are required to be registered and to attend the State Leadership Conference the year of Candidacy.
6. Candidates must meet the qualifications as stated in Article VIII, Section B, of the Bylaws.
7. Failure to comply with these policies will result in the disqualification of the candidate.

STATE OFFICERS RUNNING FOR RE-ELECTION

In order to run a fair and even election, these guidelines must be followed by those seeking re-election:

1. At District Meeting - no candidates may appear on stage prior to voting. During campaigning, current state or district officers cannot wear clothing that identifies them as an officer (jacket, tie, ascot or nametag). Failure to follow these guidelines will result in disqualification.
2. At State Leadership Conference - candidates cannot campaign in clothing that identifies them as a state officer (jacket, tie, ascot or nametag). Campaigning includes standing at candidate displays (includes using any picture of them in their uniform on the display), round robin sessions, giving speeches, introductions and during regional meetings.

QUALIFICATIONS FOR STATE OFFICERS CONT'

Required Executive Council Meetings:

1. Close of State Conference: Approximately 3 hours
2. Summer Council: Approximately 3 days in June
3. National Conference: Approximately 5 days in July (see 2b below)
4. Script Writing: Approximately 2 days in the Fall
5. Winter Council: Approximately 3 days in January
6. State Conference: Approximately 6 days in either March or April
7. All district meetings and activities
8. Invitations from other chapters or local, state and civic organizations when approved by state, district, or local adviser. When the State Office requests the presence of 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 hotel room, cost of registration, and ½ of Leadership Academy at the National Leadership Conference will be covered.
 - d. See attached expense grid
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 flight/travel, meals, and ½ of Leadership Academy (to be chosen by the current State President). All other expenses (ex; souvenirs, tours snacks) will be the responsibility of 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 creating a yearly membership campaign and shall serve as the National Membership Network 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 assist the State President-Elect with membership growth while encouraging participation with the State Community Service 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.

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 and shall preside at meetings of the district in which elected.

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

The **Vice President of Public Relations** shall maintain the state newsletter, The Rose Petal, shall encourage chapters to contribute materials for the publication. Shall maintain the Florida FCCLA social media accounts. 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, and shall preside at meetings of the district in which elected.

The **Vice-President of Management** shall keep an accurate record of the business meetings of the State Leadership Conference and of the State Executive Council submitting them to the state office within weeks following the adjournment of said meetings, 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 State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, and shall preside at meetings of the district in which elected.

STATE OFFICER CANDIDATE AGREEMENT

Please initial on the line next to each number, indicating that you understand and agree to each statement.

If elected....

1. _____ I shall assume all financial responsibilities not assumed by Florida FCCLA.

2. _____ I will attend all required meetings and conferences. This includes, but it not limited to, Summer Council, National Leadership Conference, Fall Scriptwriting, Winter Council, State Leadership Conference.

3. _____ I agree to maintain constant contact with my district and chapter advisers, regarding transportation to and from state meetings, participation in state events, and other happenings of the state.

4. _____ I agree to maintain a 3.0 GPA, and no record of school suspensions, expulsions, or law violations throughout the duration of my term.

5. _____ I agree to uphold and maintain all responsibilities state of my office, as designated by this application and the state president.

6. _____ I understand that Florida FCCLA events may interfere with school and personal activities. Unless death or illness is a factor, I am required to attend all Florida FCCLA-sponsored events required by my office.

I, _____, agree to uphold my duties and responsibilities as listed above. I understand that if I do not uphold these duties and responsibilities, I will have to relinquish my position and be removed from the State Executive Council.

Signature of State Officer Candidate

Date

APPLICATION FOR FLORIDA FCCLA STATE OFFICE

DEADLINE: March 1st

SEND TO: District Adviser

DIRECTIONS: This form must be printed in duplicate. Send one copy of your district adviser and keep one copy for your records.

Candidate for: Regional Office President-elect VP of Relations

Name: _____

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: _____

State Target for Candidacy (required): _____

Has held following FCCLA office(s):

Chapter: _____

District: _____

List ONE outstanding achievement: _____

Signature of Chapter Adviser

Signature of Candidate

Adviser's Home Phone

Signature of Chapter President

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

STATE OFFICER CANDIDATE APPROVAL FORM:

I hereby certify that _____ meets all of the qualifications, and in my opinion would make a worthy officer of the Florida Association of Family, Career, and Community Leaders of America. If the candidate is elected to 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 of the Family, Career and Community Leaders of America. If he/she is elected to that office, I will give my permissions 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 my office. I will support the candidate's efforts of 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 Principal

Signature of Parent/Guardian

Pledge of the Chapter Adviser:

I understand that by serving as the chapter adviser for _____, I agree to fill out the appropriate paperwork for both the school, school district, and FCCLA, including all event registrations. If the corresponding District Adviser is unable to attend any given event, I agree to fill in as the role of chaperone.

Signature of the Chapter Adviser

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 any way violate the governing articles of the constitution.

Signature of the Candidate

IMPORTANT!

Candidates must send their application, along with an official singed transcript or a current grade print out, which much include your GPA, to the State Office

PO Box 1806

Bushnell Florida 33513

Additionally, candidates **MUST** email a black and white photograph of yourself (head and shoulder pose) to the State President-Elect. Please see the website for email and contact details.

A photograph and transcript/current grade print out is required to complete this application. An incomplete application will not be accepted.