



Florida FCCLA
State Officer Candidate Handbook
and Application

Updated Jan. 2023

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Duties of State Officers

As listed in the Florida FCCLA Policies & Procedures

President: Shall preside over the state meetings of the Association, meetings of the State Executive Council, appoint committees, and serve as an ex-officio member of said (and all) committees. This officer may also prepare and present workshops dealing with leadership skill and development.

President-Elect: Shall learn the duties and responsibilities of the presidency, position which they shall assume the following school year. Shall preside at meetings as designated by the State President, shall promote membership by creating a yearly membership campaign in coordination with the President, and shall serve as a member of the National Membership Network.

Vice President, Junior Relations: Serve as a liaison for Middle Level members to the State Executive Council. Shall assist as designated with various tasks on the Council such as membership, outreach, public relations, etc. Shall be responsible for creating a yearly Middle Level Affiliation Campaign to encourage middle school participation with FCCLA. Shall serve as a member of the National Membership Network.

Vice President, Parliamentary Law: Shall assist in conducting meetings in a businesslike way, shall be the recipient of proposed bylaw changes from affiliated chapters, shall serve on the State Bylaw Committee, shall preside at the Business Session at SLC, and may be tasked with participating in various tasks such as membership, outreach, public relations, etc. Shall serve as a member of the National Competitive Events Network.

Vice President, Careers and Alumni: Shall be responsible for encouraging and educating members to consider opportunities in Family and Consumer Science career pathways, as well as actively pursue professionals that represent those careers. They shall also be responsible for encouraging active members to move into Florida's Alumni Group (or National FCCLA's A&A) after graduation. Shall serve as a member of the National Programs Network.

Vice President, Community Service: Shall be responsible for creating interest in and promoting the National Outreach Program. Shall be responsible for creating, planning, and implementing community service projects as needed throughout the year. Shall manage ongoing service projects and ensure their timely completion. Shall serve as a member of the National Programs Network.

Vice President, Management: Shall keep an accurate record of the business meetings of the State Executive Council, as well as other meetings at various official functions. Shall make and present a report of the financial status of the State Association (in coordination with the Board of Directors) at official State Executive Council Meetings and SLC. Shall serve as a member of the National Finance Network.

Vice President, Public Relations: Shall maintain the quarterly state newsletter. Shall encourage chapters to contribute materials for the publication and use on social media platforms. Shall maintain the state social media accounts in coordination with the State President. Shall serve as a member of the National Connections Network.

General Responsibilities of a State Officer

As a state officer, you will have the responsibility of all Florida FCCLA members. FCCLA must be one of your top priorities for an entire year.

Being a state officer involves a large amount of time, commitment, and responsibility to the organization. As a state officer of FCCLA, the impression you make on other people will have a significant impact on how they judge the entire organization.

You must always be mindful of the image you portray in appearance, in speaking, in writing and in manners.

The growth of FCCLA depends on the performance of your duties and the impression you leave with people who are interested in FCCLA. You are responsible for responding timely and appropriately to any member requests for support or assistance.

State officers should always be prepared, on any occasion, to make remarks or “say a few words” about FCCLA. To do this, you should know and understand the bylaws, creed, tagline, and general historical and current facts about FCCLA.

As a state officer, you have the challenge of providing guidance, leadership, and inspiration to all FCCLA members. The example that you set will affect each member’s enthusiasm and involvement. State officers are required to adhere to the Code of Conduct and Dress Code which all members follow.

You will also be a member of a team of state leaders. It is the responsibility of this team to collectively work to meet the needs of the members of FCCLA.

You must always show respect and courtesy to your fellow officers. Communication is key to the success of the state officer team!

Get Ready to Run for a State Office

Qualifications

1. Meet the qualifications for State Officer Candidates as stated in Article VIII, Section B of the Florida FCCLA Bylaws (found online on ffccla.org)
2. Be neat, well-groomed, and have good manners.
3. Display emotional maturity and high moral standards.
4. Display leadership abilities and drive.
5. Assume and carry through on all responsibilities throughout the elections process in a timely manner.
6. Be tactful, cooperative, and considerate of others.
7. Display a good command of the English language.
8. Have **no record** of school suspensions, expulsions, or other serious disciplinary action.
 - a. Have **no record** of law violations.
9. Maintain a minimum 3.0 unweighted GPA, or risk removal from the Council if elected.

IMPORTANT NOTE

State Officer candidates and the candidate's Chapter Adviser are required to review the Florida FCCLA Policies and Procedures to review and become familiar with Section Title "State Level Information" which contains the following:

- State Officer Qualifications & Responsibilities
- State Officer Duties
- Candidate Criteria
- State Officer Financial Responsibility
- Attendance Responsibilities & Required Meetings
- State Officer Code of Conduct
- Campaigning Rules
- Candidate Procedures at State Leadership Conference
- State Officer Election Procedures
- Conference Dress Code Policy

The Florida FCCLA Policies and Procedures document can be found on the state website <https://flfccla.org/about-us/>

State Officer Application Checklist

The following forms and items below must be completed in their entirety, typed, and contain hand written signatures, not electronically signed. All documents in the checklist should be scanned into one pdf document. The document should be arranged in the order of the checklist, with the checklist being the first page.

State Officer Candidate: _____
First Last

Candidate Type: (circle one)

Regional Officer Candidate
 President-Elect Candidate
 VP of Junior Relations Candidate

Initials	Assurance Phrase
_____	I have read and acknowledge the “State Level Information” section of the <i>Florida FCCLA policies and Procedures</i>
_____	I have read and acknowledged the FCCLA Expense Grid from <i>Florida FCCLA Policies and Procedures</i>

Initials	Documents Completed and Included
_____	State Officer Application Checklist
_____	State Officer Application
_____	District or State Officer Code of Conduct
_____	Candidate Agreement
_____	Candidate Questions
_____	Approval Form
_____	State Officer Consent Form
_____	State Officer Contract
_____	State Officer Social Media Contract
_____	State Officer Medical Release Form
_____	Letter of Reference from Chapter Adviser
_____	Letter of Reference from Administrator or Community Member

 State Officer Candidate Signature _____
Date

 State Officer Candidate’s Adviser Signature _____
Date

SUBMIT THIS FORM TYPED

State Officer Application

DEADLINE: January 23

SUBMIT TO: State Executive Director

Directions: Please read this application carefully and answer all fields accurately and truthfully. This application must be typed and submitted to the State President-Elect and District Adviser via email (or via the preferred method of your district) no later than the deadline set for the current year. Note: Districts may require this application be submitted much earlier, please consult with your District Adviser for details. Consult the Florida FCCLA Bylaws for State Office Qualifications, positions, and election guidelines. Keep a copy of this application for your records somewhere safe. Along with this application, a signed transcript or grade printout (with your current GPA) and a black and white headshot of yourself must be sent via email to the State President-elect. **Late applications will not be accepted unless prior arrangements have been made with the elections team.**

General Information:

Running For: Regional Office Junior Relations President-Elect

Name: _____
 First Middle Last

Address: _____
 Street City State ZIP Code

Student Email: _____ Student Phone Number: (____) ____ - ____

Parent Name: _____ Parent Email: _____

School: _____ Unweighted GPA: _____ Age: _____

School Address: _____
 Street City State ZIP Code

One Outstanding Achievement: _____

Working on (or has completed) one or more of the Power of One Units (Circle Answers):

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

FCCLA Offices Held (Please mark N/A for any unapplicable fields):

Chapter: _____

District: _____

State: _____

Candidate Agreement

Place your initial next to the following indicating that you understand and agree to each of the following statements below:

1. ___ I understand and shall assume all financial responsibilities not assumed by the State Association.
2. ___ I will attend all required meetings and conferences. This includes, but is not limited to, Summer Council, National Leadership Conference, Fall Scriptwriting, State Leadership Conference, and other events as approved.
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 association.
4. ___ I agree to maintain a 3.0 unweighted GPA and certify that I have no record of school suspensions, expulsions, or other form serious disciplinary action, as well as no record of violations of the law.
5. ___ I agree to uphold and maintain all responsibilities required of me throughout the year, and work with the State President throughout the year on these responsibilities.
6. ___ I understand that State Association events may interfere with school and personal activities. Unless death or illness is a factor, I am required to attend all State Association sponsored events, as required by my office and the State Director.

Pledge of the Candidate

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 be required to relinquish my position and be removed from the State Executive Council.

Signature of Candidate Date _____ _____
Signature of Chapter Adviser Date

Approval Form

Chapter Adviser: I hereby certify that _____ meets all the qualifications for the State Officer position they are running for, and in my opinion, would make a worthy officer of the Florida Association and Foundation of Family, Career and Community Leaders of America, Inc. If the candidate is elected to office, I shall assist them in performing all assigned duties and responsibilities, fill out paperwork for the school, district, and FCCLA as needed, and if required, serve as a chaperone to the officer for official State Association events. **Further, I certify that I have discussed financial and time obligations with the candidate and parent using resources provided by the State Association.**

Signature of Chapter Adviser

Date

Parent/School Administration: The State Officer Candidate, _____, has my approval to be a candidate for a state officer position. If elected to the position, I will give my permission for attendance to all state activities, state meetings, meetings called by the State Staff/Board of Directors, and other required events as may be added throughout the year. I will also assist the candidate in the performance of their duties and responsibilities as a State Officer.

Signature of School Administrator
Date

Date

Signature of Parent/Guardian

Pledge of the Candidate: I, _____, if elected, will perform all of the duties pertaining to my office unless an emergency such as illness or death may occur. I understand that I shall have to *relinquish* my office if I do not 1) attend all required meetings, 2) fail to perform my duties, or 3) in any way violate the governing articles of the Florida FCCLA Bylaws, and all rules pertaining to the office I will be elected to.

Signature of Candidate

Date

Confirmation of Membership: The candidate that is submitting this application is an affiliated member of their chapter and is hereby recommended by the Chapter:

Signature of Candidate	Date	Signature of Chapter Adviser	Date
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Adviser Email: _____

Adviser Phone Number: _____

FLORIDA ASSOCIATION & FOUNDATION OF FCCLA, INC.
State Officer Code of Conduct

All meetings and activities of the Florida FCCLA are educational functions and plans are made with that objective in mind. Your behavior at these meetings and activities is a direct reflection on yourself, your local chapter, school, home, district and the state association.

The Florida Association wants every person to have an enjoyable experience with maximum attention to safety and comfort. Everyone is expected to conduct him/herself in a manner that best represents our organization. In order that everyone may receive maximum benefits from their participation, the following policies are mandatory and non-negotiable. These policies will be enforced for every student attending a district, state and/or national FCCLA activity of the Florida Association.

I will:

1. NOT smoke, possess or consume alcohol or other drugs unless prescribed by a doctor.
2. NOT use the internet in any way that will demean myself or Florida FCCLA.
3. NOT use vulgar language or make demeaning remarks to any student or adult.
4. Attend all sessions in their entirety for which I am registered.
5. Behave appropriately at all times: be courteous to all guests and staff, friendly to other delegates (students and adults), respect property of others (private and public), use proper manners, and refrain from unnecessary physical contact.
6. Follow established curfews.
7. Wear appropriate clothing.
8. NOT wear caps/hats inside meeting rooms.
9. Maintain the volume of audio devices (i.e. Cell phones, I-pods, CD players) at a reasonable level (the State Association is not responsible for theft).
10. Properly secure valuables (recommend safety deposit boxes at front desks in hotels) and use caution in displaying these items. The State Association will not be responsible for theft or damage.
11. Review schedules or agendas with adviser & keep them informed of my whereabouts at all times.
12. Will not leave meeting without permission of adviser.
13. Keep my belongings together and out of the way of others (especially hotel cleaning services).
14. Keep hotel room key with me at all times. I will NOT loan it to others or block the door open.
15. NOT charge any expenses to my room including food, telephone, pay TV, etc.

RULES OF MY SPECIFIC SCHOOL DISTRICT WILL ALSO APPLY WHEN ATTENDING AN FCCLA ACTIVITY.

I understand that should I violate any of the above policies I may be dismissed from the meeting or conference and may not be allowed to attend any future functions of the Florida FCCLA and may have to reimburse the District or State Association for all expenses relating to this event.

Date

Participant's Signature

We have read and understand the conduct policies. We also agree that the district/state staff has the right to send our son/daughter home from the activity at our expense, provided s/he violated the conduct policies and/or his/her conduct has become a detriment to the activity or image of the District/State Association.

Date

Parent/Guardian Signature

State Officer Consent Form
FLORIDA ASSOCIATION & FOUNDATION OF FCCLA, INC.

As a State Officer, I confirm that I have completed all of the following steps necessary to fulfill my duties to the Florida Association and Foundation of FCCLA, Inc.

- I have thoroughly read all of the guidelines contained in the Code of Conduct for State Officers.
- I agree to abide by the above-mentioned rules and regulations.
- I promise to maintain the integrity and demeanor expected from a State Officer.
- I give my word that I will faithfully attend all required meetings, especially Summer Council, Leadership Retreat, Winter Council, Script Writing, and the State Leadership Conference.
- I understand that the opportunity to represent FCCLA as a state officer requires that I uphold a spirit of teamwork, continually striving to contribute to the success of Florida FCCLA.
- I consent to being videotaped, audio taped, and photographed. I also understand that these photos may be used to promote FCCLA through newsprint, website, and other forms of media.
- I agree to sign and abide by the State Officer Contract.
- Finally, I understand that failure to comply with any or all of the above will result in certain consequences.

State Officer Candidate (print)

State Officer Candidate signature

Date

Parent's Name (print)

Parent's signature

Date

Adviser's Name (print)

Adviser's signature

Date

Below to be completed on State Level – After State Leadership Conference

DA's Name (print)

DA's signature

Date

State President

Date

Florida FCCLA Executive Director

Date

State Officer Contract
FLORIDA ASSOCIATION & FOUNDATION OF FCCLA, INC.

I, _____, FCCLA State Officer, will abide by the following stipulations. I realize that I will be removed from my state office position at the discretion of the State Adviser if I fail to meet those stipulations.

As a state officer representing Florida FCCLA, I will:

- Be on time to all activities and meetings that I am required to attend.
- Remain in all assigned meetings, training sessions, workshops, etc. until the designated ending time. I will use the restroom, get water, and so on before and after these activities so I do not need to leave during the sessions.
- Refrain from all gum chewing, eating, grooming, cutting in line, etc. during all meetings, events, and activities and I will follow “professional etiquette”.
- Refrain from inappropriate behavior that is unbecoming of a state officer and representative of my school, county, district and state. (This includes inappropriate public displays of affection.)
- Be attentive, alert, and considerate of others’ time, needs, and feelings while in attendance at all meetings, events and activities.
- Meet all deadlines required of me in order to fulfill my duties as a State FCCLA Officer and school, county, district, and state representative.
- Not violate ANY curfews, whether participating in school, county, district, state or national activities.

By signing this contract, I understand that if I fail to abide by the above stipulations, I may be asked to resign my office as a Florida FCCLA State Officer.

Signed:

_____	, State Officer	Date: _____
_____	, Chapter Adviser	Date: _____
_____	, Principal	Date: _____
_____	, Parent	Date: _____
_____	, FCCLA Ex. Dir.	Date: _____

State Officer Medical Release Form
FLORIDA ASSOCIATION & FOUNDATION OF FCCLA, INC.

Contact Information:

Name of student _____ Date of birth _____

Home address _____

City, State, Zip _____

Home phone # (____) _____

Parent/Guardian _____ Relationship _____

Home phone # (____) _____ Work Phone # (____) _____

Second parent or alternate contact _____ Relationship _____

Home phone # (____) _____ Work Phone # (____) _____

Family physician _____ Phone #: (____) _____

Insurance Information:

I attest that my son/daughter has medical coverage through:

(name of insurance company) (policy number) (group number)

Medical Background:

Medical condition of student _____ Excellent _____ Good _____ Fair

Please describe any known medical conditions:

Is your son/daughter allergic to any medication? _____ Yes _____ No

If yes, please list _____

Is your son/daughter currently taking any medication? _____ Yes _____ No

If yes, please list _____

Parental Authorization:

I certify that the above information is complete and accurate. In the event of an emergency, I authorize FCCLA and/or representatives of my child's school to take appropriate action for the medical well being of my child during his/her term as a state officer for Florida FCCLA.

Signature of parent or guardian _____ Date _____

Signature of authorized notary public _____ Date _____

Commission expiration _____

FLORIDA FCCLA STATE OFFICER SOCIAL MEDIA CONTRACT

In becoming an officer of the Florida Family, Career and Community Leaders of America, you are agreeing to represent this association in both a professional and appropriate manner on all social platforms.

Policy:

Florida FCCLA State Officers should avoid misrepresentation of themselves and the State Association on all social media platforms. This includes the personal use of social media and the use of social media for the benefit of Florida FCCLA. Officers should be respectful, considerate, and professional when posting or engaging with others online. Beware of profane, obscene, or threatening language and behavior. Refrain from any political postings.

All postings made on a State Social Media account will be reviewed by the State President and State Administrator or Executive Director prior to being posted.

If the use or posting to a social media site creates a substantial and material disruption to the State Association, members of the State Association, or to the State Executive Council, regardless of time or location while posting to a social media site, students will be subject to behavioral standards set forth in the State Officer Application, State Officer Consent Form, and the State Officer Contract.

PROCEDURES

The following principles apply to professional use of social media on behalf of Florida FCCLA as well as personal use of social media when referencing Florida FCCLA.

1. State Officers need to know and adhere to the Florida FCCLA Bylaws and Policies and Procedures when using social media in reference to Florida FCCLA. For anything not detailed in the Bylaws or Policies and Procedures, Officers should use professional judgment in determining what is appropriate to post. If there are any questions, officers should refer to the State Adviser for clarification.

Signature of State Officer Candidate

Date

2. State Officers should be aware of the effect their actions may have on their images, as well as on Florida FCCLA's image. The information that State Officers post or publish may be public information for a long time.

Signature of State Officer Candidate

Date

3. State Officers should be aware that Florida FCCLA may observe content and information made available by State Officers through social media. State Officers should use their best judgment in posting material that is neither inappropriate nor harmful to Florida FCCLA, other Florida FCCLA State Officers, members or advisers.

Signature of State Officer Candidate

Date

4. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

Signature of State Officer Candidate

Date

FLORIDA FCCLA STATE OFFICER SOCIAL MEDIA CONTRACT CONT.

5. State Officers are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, State Officers should check with the State Office or the presiding State President.

Signature of State Officer Candidate

Date

6. If State Officers encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of the State Adviser.

Signature of State Officer Candidate

Date

7. Social media use shouldn't interfere with a State Officers responsibilities at Florida FCCLA.

Signature of State Officer Candidate

Date

8. If given access to the State Social Media Accounts, I agree to use them appropriately as designated by the presiding State President and the State Adviser. I will not share the account information with any officer, member, or adviser, with the exception of the presiding State President and State Adviser.

Signature of State Officer Candidate

Date

I, _____ understand that if I use personal social media or the Florida FCCLA social media platforms inappropriately as detailed above, I may have to relinquish my position as a Florida FCCLA State Officer.

Signature of State Officer Candidate

Date

Signature of Chapter Adviser

Date

Signature of Parent

Date

Sample Candidate Questions

The answer to the following questions may be used for publicity purposes at the State Leadership Conference and may be given to Voting Delegates as part of materials concerning candidates.

1. Write a statement in 30 words or less on what FCCLA means to you?

2. In your opinion, what is the most important quality a leader should have? (1-2 Sentences)

FCCLA State Officer Candidate Study Guide

Section 1 - National Creed, Motto, Opening, Closing Information

Officer's Portion of the Opening Ceremony

“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 Portion of the Opening Ceremony.

“As we work toward the accomplishment of our goals, we learn cooperation, take responsibility, develop leadership and give service.”

The 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.”

The FCCLA Mission

To promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

Section 2 - National FCCLA Information

1. What do the letters FCCLA stand for? Family, Career, and Community Leaders of America
2. What is the tagline for FCCLA? The Ultimate Leadership Experience
3. Who is the National Executive Director of FCCLA? Sandy Spavone
4. Name 5 current youth concerns FCCLA chapter projects focus on.
 - Teen pregnancy
 - Parenting
 - Family relationships
 - Substance abuse
 - Peer pressure
 - Environment
 - Nutrition and fitness
 - Teen violence
 - Career exploration
 - Entrepreneurship
5. What is the flower of the organization? The red rose is the flower of the organization
6. What does the flower of the organization represent? It represents the search for beauty in everyday living.
7. What is the motto? Toward New Horizons
8. Name the 5 components of the planning process. (Must be in this order)
 - Identify Concerns
 - Set your Goal
 - Form a Plan
 - Act
 - Follow Up
9. What are the colors of FCCLA? The colors of the organization are red and white
10. What are the eight purposes of the organization?
 1. To provide opportunities for personal development and preparation for adult life
 2. To strengthen the function of the family as a basic unit of society
 3. To encourage democracy through cooperative action in the home and community
 4. To encourage individual and group involvement in helping achieve global cooperation and harmony
 5. To promote greater understanding between youth and adults
 6. To provide opportunities for making decisions and for assuming responsibilities
 7. To prepare for the multiple roles of society
 8. To promote family and consumer sciences and related occupations
11. Local groups of FCCLA should be referred to as __Chapters__.
12. Meetings should be opened and closed with the official __Ceremonies__.
13. FCCLA is the only in-school organization with the __Family__ as its central focus.
14. FCCLA provides opportunities for active student participation at the ____local____, ____state____ and ____national____ levels.
15. Where will the National Leadership Conference be held in 2023? Denver, CO