

State Officer Candidate Application Guide

for the
25-26 State Executive Council

FCCLA®
FLORIDA

A large group of FCCLA members, both male and female, are posed in several rows on concrete steps in front of a modern building with large glass windows. They are all wearing red blazers. Some are wearing black skirts, while others are wearing black pants. The group is diverse in age and ethnicity. The background shows a clear sky and the building's architecture.

Florida FCCLA
www.flfccla.org
SECCandidates@flfccla.org



Table of Contents

Duties of State Officers.....	1
General Responsibilities of a State Officer.....	2
Get Ready to Run for a State Officer Position.....	3
Qualifications for State Office.....	3
IMPORTANT NOTE.....	3
State Officer Application Checklist.....	4
State Officer Application.....	5
Candidate Agreement.....	6
Approval Form.....	7
Sample Candidate Questions.....	8

*Major Update for the 2025 State Leadership Conference - Each District may now submit up to TWO Regional Officer Candidates to compete at the State Leadership Conference.

Duties of State Officers

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 representing 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 Officer Position

Qualifications for State Office

1. All candidates must be affiliated members of affiliated chapters.
2. The candidates for office of President-Elect must be in the 9th or 10th grade. Candidates for the office of Vice-President of Junior Relations may be in the 7th or 8th grades. Candidates for other offices may be in the 9th, 10th or 11th grades.
3. All candidates must have held or be holding a chapter, city/county council or district office.
4. All candidates must have passing grades in all subjects, with an unweighted grade point average of 3.0 for the previous 3 semesters.
5. All candidates must have no evidence of suspension or expulsions from any school attended.
6. All candidates must have no evidence of anti-social behavior as exemplified by police arrest, police record or adjudication by a court of law.
7. Be neat, well-groomed, and have good manners.
8. Display emotional maturity and high moral standards.
9. Display leadership abilities and drive.
10. Assume and carry through on all responsibilities throughout the elections process in a timely manner.
11. Be tactful, cooperative, and considerate of others.
12. Display a good command of the English language.

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 additional information:

- 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 *Florida FCCLA policies and Procedures*

I have read and acknowledged the FCCLA Expense Grid from *Florida FCCLA Policies and Procedures*

Initials

Documents Completed and Included

Submit "Intent-to-Run" form at <https://flfccla.org/run-for-state-office/>

State Officer Application Checklist

State Officer Application

Candidate Agreement

Approval Form

Letter of Reference from Chapter Adviser

Letter of Reference from Administrator or Community Member

Transcript (Unofficial is acceptable)

State Officer Candidate Signature

Date

State Officer Candidate's Adviser Signature

Date

FCCLA[®] FLORIDA

SUBMIT THIS FORM TYPED State Officer Application

DEADLINE: January 23

SUBMIT TO: SECCandidates@flfccla.org

Directions: Please read this application carefully and answer all fields accurately and truthfully. Note: Districts will require notification of your intent to run before the District Meeting. Visit the "Frequently Asked Questions" section of the "Run for State Office" page for up-to-date information. 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, an unofficial transcript and a black and white headshot of yourself must be sent via email to the SECCandidates@flfccla.org. **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: _____

Chapter Name & ID: _____ Unweighted GPA: _____ DOB: _____

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 -Family Ties -Working on Working -Take the Lead -Speak out for FCCLA

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, State Officer Training @ Post-SLC, Summer Council, National Leadership Conference, Fall Scriptwriting, Fall Leadership Conference, Winter Council, 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 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. I am required to attend all State Association sponsored events, as required by my office and the State Director, unless prior approval/arrangements have been made.

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

FCCLA® FLORIDA

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

Signature of Parent/Guardian

Date

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. I also understand that if I move and/or are a student of a school that does not have an active FCCLA chapter of which I am a member of, I will have to *relinquish* my office.

Signature of Candidate

Date

Confirmation of Membership: The candidate that is submitting this application is an affiliated member of their chapter, which is active at the school they currently attend, and is hereby recommended by the Chapter:

Signature of Candidate

Date

Signature of Chapter Adviser

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)