



**SECTION 8 – STATE OFFICER SELECTION
PROCEDURE**

STATE OFFICER SELECTION OVERVIEW

District Consultant Information

- Checklist
- State Officer Nomination Form
- Student Application for State Interview Panelist Form
- Interview Panelist Knowledge Exam
- State Officer Candidate Knowledge Exam

NOTE: Study Guides for both Interview Panelists and State Officer Candidates are also on the [State Conference Page](#) on the Colorado FCCLA website.

Student Candidate Information

- State Officer Candidate Guidelines, Application Steps, and Requirements
- State Officer Candidate Application Form
- Responsibility and Qualification Signature Sheet
- State Officer Candidate Study Guide
- Advisers and District Consultants, be sure to submit completed State Officer Candidate Application paperwork in a 3-hole theme folder (with pockets and brads), a white label placed in the top right-hand corner that has the candidate's name, adviser's name, district, and the consumer or occupational designation. No page protectors allowed. Please return applications, exams, and essays postmarked by February 15 in the return envelope you receive with the exams.
- Folder should include:
 - Completed application form (2 pages)
 - One page Resume listing candidate's leadership qualifications, FCCLA contributions and extra-curricular activities. Use 10-12 point font and do not include education, work experience or references.
 - Responsibility and Qualifications sheet with required signatures
 - Three letters of recommendation

Please Note

State Officer Candidates are **NOT** permitted to participate in any competitive event at the State Leadership Conference.

Interview Panelist members are permitted to participate in any individual competitive event at the State Leadership Conference.

DISTRICT CONSULTANT CHECKLIST

One District Consultant /Co-consultant and one school administrator is required to be part of the State FCCLA Interviewing Panel for State Officer Selection. The assignment is based on the following rotation:

Year	District Consultant
2017	Mountain Shadows District
2018	Mountain View District
2019	Northeastern Plains District
2020	Arkansas Valley District
2021	Pine Meadows District
2022	San Juan Basin District
2023	San Luis Valley District
2024	Scenic Country District
2025	Spanish Peaks District
2026	Arkansas Valley District

Year	Administrator
2017	San Juan Basin District
2018	San Luis Valley District
2019	Scenic Country District
2020	Spanish Peaks District
2021	Arkansas Valley District
2022	Mountain Shadows District
2023	Mountain View District
2024	Northeastern Plains District
2025	Northern District
2026	Pine Meadows District

- Set a deadline for return of applications to you (allow sufficient time to process the applications and schedule times for interviews).
- Review, check for completeness, and sign off on all necessary paperwork for State Officer Candidates.
 - Candidate must be a current freshman, sophomore or junior
 - Candidate must have an academic grade point average of 2.5 or better
 - Candidate must be an affiliated FCCLA member
 - Candidate has demonstrated a leadership role at the local, district, or community level
- Determine Interview Panel Members for your District Interview Panel and schedule times for interviews. The District Interviewing Panel may consist of:
 - 3 to 5 advisers representing different chapters (may be selected on a rotating basis)
 - Current State Officer not applying for another term as State Officer Past State Officer
 - An adult representing the business community or an administrator from a school in your district
 - An upper classman who has attended at least one State Leadership Conference
- Schedule one-hour time frame for the exam:**
 - District consultant will determine if exam will be taken online or in person by January 1
 - District Consultant or their designee will administer the exam at the designated time
 - All officer candidates from the district will take the exam at the same time and place and method
 - The exam may be taken only **one** time
 - Time allotted shall be **one hour (if needed, more time may be allotted per IEP or 504)**

DISTRICT CONSULTANT CHECKLIST CONTINUED

- Communicate in advance to advisers and candidates of their time for interview and exam. At Winter District Conference/ Meeting, each State Officer Candidate must:
 - Introduce themselves in front of district delegation
 - Introduce themselves to District Interviewing Panel and present a brief (2-3 minute) talk about themselves and qualifications for State Office
 - Answer general questions asked by the District Interviewing Panel
- Tally District Panel's scores and complete the State Officer Nomination Form according to Colorado FCCLA Bylaws:
 - A maximum of three candidates plus one alternate candidate from each district for FCCLA State Office shall be forwarded to the State Adviser by February 15.
 - There may be two officer candidates from each member chapter.
 - The alternate candidate may be from any member chapter including those with a candidate.
 - The three nominations and alternate can be from any combination of comprehensive and occupational chapters.
 - In the event of fewer than thirty State Officer Candidates, qualified alternates will be notified prior to the State Conference of their eligibility to be a State Officer Candidate.
- Administer State Officer Interview Panel Member Knowledge Exam.** Candidates for the Interview Panel can take the exam more than once, but must earn the required 80% in order to be a member of the State Interview Panel. Each candidate for the Interview Panel must also submit a 1 – 2 page essay from the given prompt, which will be evaluated by the State Adviser. Each District must select only one Interview Panel Member to send on to the State Interview Panel.
- Send all completed officer candidate applications, knowledge exams, interview panelist application, interview panelist application, and the State Officer Nomination Form to:
 - Colorado FCCLA
 - 9101 East Lowry Boulevard
 - Denver, CO 80230

RECEIVED BY FEBRUARY 15

STATE OFFICER CANDIDATE NOMINATION FORM

DEADLINE DATE: **RECEIVED BY FEBRUARY 15**

DISTRICT _____

CONSULTANT _____

A. STUDENTS SELECTED AS CANDIDATES FOR FCCLA STATE OFFICERS

- A maximum of three candidates plus one alternate candidate from each district for FCCLA State Office shall be forwarded to the State Adviser by the established deadline date.
- There may be two officer candidates from each member chapter. The alternate candidate may be from any member chapter including those with a candidate.
- The three candidates and alternate can be from any combination of comprehensive and occupational chapters.
- In the event of fewer than thirty State Officer Candidates, qualified alternates will be notified prior to the State Conference of their eligibility to be a State Officer Candidate.

Please print:

Candidate #1:

_____	_____	_____
Name	Chapter	Affiliation Category

Candidate #2:

_____	_____	_____
Name	Chapter	Affiliation Category

Candidate #3:

_____	_____	_____
Name	Chapter	Affiliation Category

Alternate:

_____	_____	_____
Name	Chapter	Affiliation Category

B. DISTRICT INTERVIEW PANEL MEMBERS

_____	_____	_____
Name	Organization	Signature
_____	_____	_____
Name	Chapter	Signature
_____	_____	_____
Name	Chapter	Signature
_____	_____	_____
Name	Chapter	Signature
_____	_____	_____
Name	Chapter	Signature

C.

District Consultant Signature

Date



STATE INTERVIEW PANELIST MEMBER APPLICATION

AFFILIATION (Check One): Comprehensive Occupational

Name: _____ Present Grade in School: _____ Age: _____

Home Address: _____

STREET CITY ZIP

School Address: _____

STREET CITY ZIP

Cell Phone No. _____ Email Address: _____

Chapter Adviser: _____ School Phone No.: _____

Number of years you have been a member of FCCLA: _____

ACTIVITIES - Summarize in space allowed; do not attach additional pages.

FCCLA:

School:

Community:

PERSONAL OBJECTIVE: In what way, or with what background of experience, can you best contribute to FCCLA by serving on the panel to select State Officers?

APPLICANT SIGNATURE DATE

PARENT SIGNATURE DATE

Do you feel that this student is ready to assume the responsibilities and obligations of being an interview panel member for FCCLA? YES NO _____ Exam Score

ADVISER SIGNATURE DATE YES NO

DISTRICT CONSULTANT SIGNATURE DATE

Note: State Interviewing Panel members cannot be on District Interviewing Panel for State Candidates.



STATE INTERVIEW PANELIST MEMBER APPLICATION ESSAY

GUIDELINES:

- Must be written about the given prompt
- Must be typed in the box below
- Correct grammar and spelling is encouraged

PROMPT

If you could go on a road trip with any person from history (past or present) who would you choose and where would you go?

STATE OFFICER CANDIDATE PROCEDURE

Colorado State Officer Candidate Qualifications:

1. Must be an affiliated member of a local chapter or be a prospective member submitting a promissory commitment to become an affiliated member.
2. Must be a current freshman, sophomore or junior.
3. Must currently have and maintain an academic 2.5 GPA or better based on the last grading period.
4. Must have demonstrated a leadership role at the local, district or community level (leadership role – chairperson of a committee, officer of a class organization, at work or in the community).
5. Must display basic knowledge about the career and technical student organization of FCCLA and Family and Consumer Sciences (a written exam will be required at the District Winter Conference).
6. Must not be running for State Office in any other Career and Technical Student Organization.
7. Must secure support from parent/guardian(s), local adviser, school administrator, and District Consultant.

STEP ONE

Complete the following necessary paperwork in this order and submit it to District Consultant by established date:

1. A State Officer Candidate Application Form and one-page resume. Attach wallet-size photo to upper right-hand corner of Application Form.
2. Responsibility and Qualifications Signature Sheet with all required signatures.
3. Three LETTERS OF RECOMMENDATION (one must be from a FCCLA Chapter Adviser).

This paperwork must be submitted and secured in a three-hole theme folder (with pockets and brads) with a white label placed in the top right-hand corner. The label must have candidate's name, adviser's name, district name, and consumer or occupational division designated. No page protectors allowed.

STEP TWO

At District's Winter Conference or designated time and location, candidates will be interviewed and screened by a District Interviewing Panel and be required to complete:

1. One-minute introduction of self to attendees using a prop.
2. Individual presentation to District Interview Panel as required at State Leadership Conference.
3. Recite the FCCLA Creed.
4. **Take the FCCLA Knowledge Exam and written assignment and score at least 80 percent in order to continue.** For the written assignment, candidates may bring whiteout, additional paper and a dictionary.

This assignment will be evaluated on the following points:

- Neat and legible
- Covers pertinent information
- Clearly written
- Spelling
- Correct English grammar and style

STEP THREE

Applicants must receive 80 percent or higher on their knowledge exam to be considered as an officer candidate. **Applicants will receive official notification of State Officer Candidacy and be invited to be a part of the State Officer Selection process by March 1.**

STATE OFFICER CANDIDATE PROCEDURE CONTINUED

STEP FOUR

Candidates selected to go on to the State Interview Panel will proceed through the interview process at the State Leadership Conference and complete:

1. State Officer Candidate and Interview Panel Orientation

At the State Leadership Conference, State Officer Candidates and Interview Panelists will meet to go over logistics for the officer selection procedure. This is an information-only meeting and is not part of the selection process.

2. Voting Delegate Meet and Greet

Candidates will introduce themselves to the Voting Delegates at the Business Meeting in an informal meet and greet. Candidates' interactions with the Voting Delegates will be observed by the state interview panel.

3. Introduction to Conference Delegation (Prop Speech)

Candidates will introduce themselves to the entire delegation at the Opening Session. The introduction will be a one-minute presentation with a prop. The subject will be free choice of the candidate. If speeches run beyond one minute, points will be deducted but candidates will be allowed to finish. The evaluation will be based on:

- A. Preparedness
- B. Creativity
- C. Volume and clarity

4. Interview with State Panel – time will be assigned at orientation and will include:

A. Memorization of Creed

State Officer Candidates will be required to recite the FCCLA Creed. Candidates will be evaluated on how well they have the Creed memorized and if they speak clearly and not too fast.

B. Individual Presentation

Organize a short talk about yourself covering the topics below (two minutes minimum, three minutes maximum). Points will be deducted if not within required time limit. This speech should be memorized. Note cards will be allowed. Topics to include in the presentation (in any order):

- The contributions you have made to FCCLA and what you think you can contribute to the Colorado Association as a State Officer.
- Relate why you would like to become a State FCCLA Officer.
- Describe your participation in your chapter FCCLA activities and other school or community organizations.
- Review your qualifications to be a State Officer.

C. Oral Interview

Candidates will be asked six questions that consisting of the following:

- 1 Personality Question
- 2 Situational Response Questions
- 1 Parliamentary Procedure Question
- 1 Resume Based Question
- 1 Follow Up Question Based On Interview

STATE OFFICER CANDIDATE PROCEDURE CONTINUED

D. Group Participation

- Candidates may be assigned to a group of three (3) or four (4) to develop a team presentation.
- Candidates may be assigned to a whole group presentation/task.
- The presentation/task is up to the discretion of the interview panel.

Dress Code for State Officer Candidates

- Officer candidates are to look professional throughout the entire conference unless otherwise stated.
- During both the prop speech on stage and the interview, only business attire will be allowed, no costumes of any sort will be acceptable.
- Business attire is classified as a business suit with slacks or skirt, jacket/blazer is required or a dress. Exceptions will be made for candidates who wear a dress shirt, tie/ascot and slacks without a jacket/blazer.
- When white shirts or slacks are worn, skin tone undergarments should be worn underneath.
- For "Officer Reflections" casual attire (jeans and FCCLA t-shirt).
- For installation, candidates should wear semi-formal dress or appropriate business dress.
- No visible tattoos are allowed.
- Candidates are allowed three piercing in each ear and no distracting piercings on the face. All other jewelry (i.e., bracelets or necklaces) should be tactful and kept to a minimum
- Nail polish should be professionally manicured and coordinate with attire.
- Hair color needs to be of a natural color.

Candidates Disqualifications

1. Being late to any Officer Candidate Meeting may result in immediate disqualification. Candidates must be aware from the onset that promptness is important!
2. Violation of Policies and Disciplinary Procedures results in immediate disqualification.

STEP FIVE

New State Officers are announced at the State Leadership Conference and these officers must attend the Installation Ceremony at the Awards Session. **If a student is elected as a State Officer, as a member of the Executive Council, they are required to attend the following:**

1. State Officer Orientation: May 2, 2017
2. Summer Executive Council Planning Meeting: June 5 – 8, 2017
3. Summer CTSO Leadership Training: June 8 – 9, 2017
4. OPTIONAL – National Leadership Conference: July 1 – 7, 2017
5. Fall Officer Regroup/ Officer Training: 1 – 2 day in August 2017
6. One "home" District Conference is required
7. Fall Leadership Conference: 2 days in October/ November 2017
8. Fall Executive Council Meeting: 2 days in October/ November 2017
9. Cluster Meeting required when in state, optional when out-of-state: 3 days, November 2017
10. Script writing: 2 days (not all officers are involved) in January 2018
11. Spring Officer Regroup: 2 days in February 2018
12. Annual State Leadership Conference: April 3 – 7, 2018

STATE OFFICER CANDIDATE PROCEDURE CONTINUED

State Officer Financial Responsibilities to be assumed by:

- 1. State Association:
 - A. Reasonable expenses for room and meals while attending state-required meetings.
 - B. Weekly Registration and State Officer Training for the National Leadership Conference.
 - C. Expenses for personal use will not be approved.
- 2. Chapters:
 - A. Chapters and/or districts inviting State Officers to appear on programs may be responsible for any expenses incurred for travel, room and/or meals.
 - B. Affiliation dues for the current year for the state officer.
 - C. Two community outreach visits per officer may be covered by the State Association.
- 3. Individual:
 - A. Officers are responsible for purchase of their individual uniforms. The following are approximate costs:

FEMALES:	MALES:
Blazer – may require \$25 deposit	Blazer – may require \$25 deposit
Skirt – Black \$50	Slacks - \$40
White blouses (2) - \$25 each	White shirts – (2) \$20 each
FCCLA Polo - \$15	FCCLA Polo - \$15
Black shoes (pumps)	Black socks
Hose	Tie(s)

- B. Each officer will assume expenses for the National Leadership Meeting and Cluster Meeting (when not in Colorado.)



STATE OFFICER CANDIDATE APPLICATION

COMPREHENSIVE OCCUPATIONAL

Date: _____

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. The candidate must currently be a freshman, sophomore or junior. **MUST BE TYPED.**

Name: _____ Age: _____

Home Address: _____

STREET

CITY

ZIP

Chapter/School: _____ FCCLA District: _____

School Address: _____

STREET

CITY

ZIP

Student Home Phone: _____ Student Cell Phone: _____

Student Email Address: _____

Present Grade in School: _____ Adviser Name: _____

School Phone: _____ Adviser Cell Phone: _____

SCHOLASTIC ACHIEVEMENT: Grade Point Average: _____

Official Signature or Stamp _____

COUNSELOR OR REGISTRAR SIGNATURE

Please attach a **resume** that lists your leadership qualifications, FCCLA contributions and extracurricular activities. Use 10-12 point font and limit resume to 1 page. You do not need to include education, work experience or references.



Colorado Family, Career And Community Leaders Of America

State Officer Candidate _____

List from 1 – 10 your order of preference of office, with 1 being your first choice.

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____
7. _____	8. _____
9. _____	10. _____

List any office you are NOT interest in:

1. _____	2. _____
3. _____	4. _____

President - Shall be chairperson of the FCCLA State Officer Team, and shall appoint special committees, with the advice and consent of the CTSO Specialist, and shall be an ex-officio member of all committees. Shall preside at State FCCLA meetings, FCCLA Officer Team meetings and at Executive Council meetings, as designated by the CTSO Specialist. Shall contact the State Office one week prior to meetings to review agenda items and specific responsibilities.

First Vice President – Shall perform the duties of the President during the absence or disability or on the request of the President. Shall receive mid-year reports and final reports for the State Officer projects and prepare a summary sheet for the set of reports to be given at the Fall Planning Meeting and the State FCCLA Leadership Conference. Shall serve as Chairperson of the Bylaws Committee.

Second Vice President – Shall assist the President, represent Colorado at the National Leadership Meeting as a voting delegate, promote membership in the National FCCLA Alumni and Associates Association and keep a record of the current Colorado Alumni and Associates, and shall assume the duties of any office other than President in the event of a resignation.

Secretary – Shall take and prepare minutes of all Executive Council meetings and all official meetings; turn in rough draft of these minutes to State Office no later than two weeks after said meeting. At the end of the term of office, the Secretary shall be responsible for collecting copies of the minutes, financial reports, and other materials deemed necessary for historical purposes.

Vice President of Events - Shall promote participation in STAR and State Events, work with the state coordinator of these events; provide input into revision of these events and attend meetings regarding these events. Shall also serve as a host/hostess at the State Leadership Conference. Shall serve as Chairperson of the STAR and State Events Committee. NOTE: It is recommended that the VP of Events have participated in a STAR Event at the State Level or beyond.

Vice President of Finance - Shall keep a close communication with the State Office concerning financial records, report the financial status of the organization at all meetings, and attend the audit committee meeting. Shall keep financial records for historical purposes and promote any national financial program.

Vice President of Membership - Shall promote membership and report at all Executive Council meetings and to the national level on the status of the state's membership, promote national membership program and may serve as a voting delegate at the National Leadership Meeting. Shall also serve as National Committee Member at the National Leadership Meeting. Shall serve as Chairperson of the Chapter Handbook Committee.

Vice President, Occupational/Comprehensive Programs (if needed) - Shall act as liaison for the occupational/comprehensive students if an occupational/comprehensive officer does not exist and will assist the officer team with plans for the conference and with the promotion of the STAR and state events.

Vice President of Peer Education - Shall provide leadership in planning and implementing the organization's peer education programs and training throughout the state.

Vice President of Programs - Shall serve as liaison between the Colorado State organization and the National Organization to promote national programs and projects as established by the National Office.

Vice President of Public Relations - Shall promote the Colorado Association and its Program of Work, prepare news releases relating to conferences and organize any necessary media presentations for the State Leadership Conference. Shall serve as media relations resource for chapters.

Vice President of Publications - Shall prepare the issues of the Colorado Comments and submit articles to Teen Times, assist in preparation of the state publications and request a summary from districts of activities to be reported on at the State Executive Council meetings.

Recognition - Shall serve as a member of the screening committee for State Recognition Awards and Corporate Sponsor Recognition, ions for procedures, and assist with the recognition of national programs.

tive(s) - Shall act as a liaison from their respective district and assist the State Officer Team with all of their duties.

RESPONSIBILITY AND QUALIFICATION SIGNATURE SHEET

STUDENT: If elected, I agree that FCCLA will be my number one priority and I know it is my responsibility to perform to my very utmost and to place this obligation above school activities, keeping in mind that I must maintain a satisfactory scholastic average. It is my responsibility to attend all required meetings. In the event that I graduate prior to completing my term in office, I agree to put forth every effort to fulfill my duties of this office. I have also read and understand the Colorado FCCLA Bylaws and the Policies and Disciplinary Procedures for Colorado FCCLA State Officers. I also understand that the information that I have submitted will be shared with the State and District Interviewing Panels.

APPLICANT SIGNATURE DATE

PARENT(S): Your son or daughter is applying for State Officer consideration. It is an honor and a great responsibility for a student to be an FCCLA State Officer. This will require your support financially, emotionally, physically, and in general, total parental backing.

Yes, I/we am/are willing to accept these responsibilities and support my/our son or daughter for a State Office. I have read and understand the Colorado FCCLA Bylaws and the policies and disciplinary procedures for FCCLA State Officers. I/we also understand that the information my daughter or son has submitted will be shared with the state and District Interviewing Panels.

PARENT(S) SIGNATURE(S) DATE

ADVISERS: Your signature is verification of the qualifications of this candidate. Your assistance is required in completing all duties assigned to your State Officer during her/his term of office.

Yes, I am willing to accept the responsibilities of a Local Adviser to a State Officer and will give my total support to the student during her/his term of office, including monitoring grade eligibility prior to required meetings. I have read and understand the Colorado FCCLA Bylaws and the Policies and Disciplinary Procedures for FCCLA State Officers.

LOCAL ADVISER SIGNATURE DATE

SCHOOL ADMINISTRATOR: Your signature is verification of the qualifications of this candidate and of your continued support of this student during her/his term of office.

Currently, Colorado has a State Officer Adviser Team comprised of three female FCCLA Advisers. Should my school district require a male chaperone for male candidates (officers), I understand my school district will be required to cover the expenses for the male chaperone. I HAVE READ AND UNDERSTAND THE COLORADO FCCLA BYLAWS AND THE POLICIES AND DISCIPLINARY PROCEDURES FOR FCCLA STATE OFFICERS.

SCHOOL ADMINISTRATOR SIGNATURE DATE

DISTRICT CONSULTANT: Your signature is verification of this candidate and that all State Officer selection procedures have been followed. I HAVE READ AND UNDERSTAND THE COLORADO FCCLA BYLAWS AND THE POLICIES AND DISCIPLINARY PROCEDURES FOR FCCLA STATE OFFICERS.

DISTRICT CONSULTANT SIGNATURE DATE



STATE OFFICER STUDY GUIDE SUMMARY

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[FCCLA Purposes](#)

[FCCLA Creed](#)

[FCCLA Motto](#)

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STATE OFFICER STUDY GUIDE

WHAT IS FCCLA?

FCCLA is a nonprofit, national Career and Technical Student Organization for young men and women in Family and Consumer Sciences education in schools through grade 12. It is a dynamic and effective national student organization with a central focus on the family that helps its members become strong leaders in their families, careers and communities. FCCLA makes an important difference in the lives of youth and their families, schools, workplaces and communities.

BRIEF FCCLA HISTORY TIMELINE

June 1945

Future Homemakers of America founded at a national convention in Chicago, Illinois.

January 28, 1946

The Colorado Association of Future Homemakers of America is granted the 17th state charter.

July 1948

The first national convention in was held in Kansas City, Missouri.

July 1999

The name of the organization changed from FHA/HERO to Family, Career and Community Leaders of America or FCCLA in July 1999.

BASIC FCCLA INFORMATION

Mission Statement

Our mission is 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:

- Creative and Critical Thinking
- Interpersonal Communication
- Practical Knowledge
- Career Preparation
- Character Development

Purposes

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 men and women in today's society
8. To promote Family and Consumer Sciences and related occupations

STATE OFFICER STUDY GUIDE CONTINUED

Creed

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

Motto

Toward New Horizons

Program Emphasis

FCCLA is the only in-school student organization with the family as its central focus. FCCLA 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, and it provides opportunities for active student participation at local, state, and national levels.

Membership

FCCLA has a national membership of 154,490 members in 5,868 chapters. There are 52 state associations including Puerto Rico, and the Virgin Islands. Since its founding, FCCLA has involved more than nine million youth. Former members are eligible to become members of Alumni & Associates. Members affiliate on the national level as Occupational or Comprehensive members, which is determined by their current or previous enrollment in Family and Consumer Sciences coursework. In the 2014 – 2015 year, Colorado had 2,466 members in 111 chapters.

An FCCLA member must be currently enrolled or have been enrolled in a Family and Consumer Sciences course.

The [“Go for the Red” membership campaign](#) is FCCLA’s most precious commodity that focuses on the 3 R’s of membership:

- Recruit members
- Retain members
- Recognize members

There are four National FCCLA regions. Colorado is part of the Pacific FCCLA region.

There are 10 geographic [FCCLA membership districts](#) in Colorado. Which are you from?

National Governance

Ten national officers (students) are elected by voting delegates at the annual National Leadership Conference 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. State associations and local chapters elect their own youth officers.



STATE OFFICER STUDY GUIDE CONTINUED

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 Career, Technical and Adult Education) and the American Association of Family and Consumer Sciences (AAFCS).

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 Staff

The Colorado FCCLA State Adviser leads the organization by carrying out programs, communications, membership services, and financial management.

National Publications

Teen Times, the official magazine of FCCLA, is published quarterly during the school year and distributed to affiliated members.

- One (1) print edition
- Three (3) electronic issues

The national staff also publishes a variety of other resource materials for members and adult leaders.

State Publications

Colorado Comments, the official newsletter of Colorado FCCLA, is written by the Colorado State Officers and is published once in the fall and once in the spring.

Official Flower

The official flower is the red rose.

Official Colors

The FCCLA colors are Red (PMS 185) and White. Red suggests strength, courage, and determination—personal qualities leading to happiness through a positive self-image. White symbolizes sincerity of purpose and integrity of action; qualities that will help individuals build a better tomorrow.

Official Pin

The FCCLA Officer Pin is worn over the heart.

National Meetings

The 2016 Cluster Meetings were held November 4-6, 2016 in Denver, Colorado and November 21-23, 2016 in Orlando, Florida.

The 2017 National Leadership Conference will be July 2 – 6 in Nashville, Tennessee.

STATE OFFICER STUDY GUIDE CONTINUED

State Meetings

The Colorado FCCLA State Leadership Conference will be held April 13 – 15, 2017 at the Sheraton Downtown Hotel Denver, Colorado.

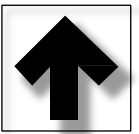
FCCLA PLANNING PROCESS

The FCCLA five-step planning process is the management tool to help members and advisers plan individual, group, and chapter projects and activities. You may be asked to problem solve using this procedure. You should be able to list and describe the steps of the Planning Process:



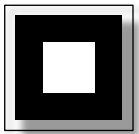
Identify Concerns

- Brainstorm concerns
- Evaluate listed concerns
- Narrow to one workable idea or concern



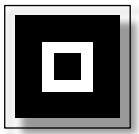
Set a Goal

- Get a clear mental picture of what you want to accomplish
- Write it down
- Evaluate it



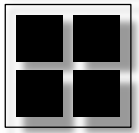
Form a Plan

- Plan how to achieve the goal
- Decide who, what, where, when, why, and how



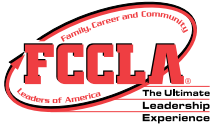
ACT

- Carry out project



Follow Up

- Evaluate project
- Thank people involved
- Recognize participants



National Programs

FCCLA national programs were developed to build and strengthen students' leadership skills.



Career Connection is a program that guides youth to link their options and skills for success in families, careers, and communities.



FACTS—Families Acting for Community Traffic Safety is a national peer education program through which students strive to save lives educating adults and youth about traffic safety and supporting enforcement of local rules and regulations regarding community traffic safety.



Families First is a national peer education program through which youth gain a better understanding of how families work and learn skills to become strong family members.



Japanese Exchange is a scholarship opportunity for FCCLA members to travel to Japan for four-to-six weeks as an exchange student.



Financial Fitness is a national peer education program that involves youth teaching one another how to make, save, and spend money wisely.



Leadership Service in Action is a program that guides students to develop, plan, carry out, and evaluate service-learning projects that improve the quality of life in their communities.



Power of One is a program that helps students find and use their personal power. Members set their own goals, work to achieve them, and enjoy the results.



STOP the Violence—Students Taking On Prevention is a program that empowers youth with attitudes, skills, and resources in order to recognize, report, and reduce youth violence.



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

STATE OFFICER STUDY GUIDE CONTINUED

STAR EVENTS

STAR events are national competitive events in which members are recognized for proficiency and achievement in chapter and individual projects, leadership skills and occupational preparation. STAR stands for Students Taking Action with Recognition. Be sure to know how many events there are and be able to name and describe at least three STAR Events.

Foundational Events

- Career Investigation
- Entrepreneurship
- Environmental Ambassador
- Focus on Children
- Illustrated Talk
- Interpersonal Communication
- Job Interview
- Leadership
- Life Event Planning
- Nutrition & Wellness
- Parliamentary Procedure
- Recycle and Redesign

Leadership Events

- Advocacy
- Chapter in Review Display
- Chapter in Review Portfolio
- Chapter Service Project Display
- Chapter Service Project Portfolio
- National Programs in Action
- Promote and Publicize FCCLA!

Career Preparation Events

- Applied Math for Culinary Management
- Culinary Arts
- Early Childhood Education
- Fashion Construction
- Fashion Design
- Food Innovations
- Hospitality, Tourism, and Recreation
- Interior Design
- Sports Nutrition
- Teach and Train

Online Events

- FCCLA Chapter Website
- Digital Stories for Change

Colorado State Competitive Events

Know the names and procedures of five of the State Competitive Events.

- Baking and Pastry
- Cake Design
- Fashion Sketch
- Fashion Stylist
- Front of the House
- Future FCS Teacher
- Get the Word Out
- Gourmet Food Savory Presentation
- Gourmet Food Sweet Presentation
- Habitat for Humanity Interior Design
- International Experience
- Knife Skills
- Thematic Table Setting

STATE OFFICER STUDY GUIDE CONTINUED

STATE OFFICER INFORMATION

Learn about the current [Colorado FCCLA State Officer Team](#).

Familiarize yourself with the offices and duties that include:

- President
- First Vice President
- Second Vice President
- Secretary
- Vice President of Comprehensive Programs
- Vice President of Events
- Vice President of Finance
- Vice President of Membership
- Vice President of Occupational Programs
- Vice President of Peer Education
- Vice President of Programs
- Vice President of Public Relations
- Vice President of Publications
- Vice President of Recognition
- State Representative

Be familiar with the State Officer Requirements listed in the Student Candidate Information.

Each year, the State Leadership Team develops a Program of Work (POW) that outlines goals for the year. Review the current [Program of Work theme](#).

Sample Situational Questions

- As a State Officer, what new goals would you have for the upcoming year?
- If you sat next to the Governor of Colorado or a member of the Colorado State Board of Education, what would you tell him or her about Career and Technical Student Organizations and FCCLA?
- If you got on an elevator with a senator and you have 60 seconds to lobby for funding for FCCLA and other Career and Technical Student Organizations, what would you say?
- You have been asked to help with a project that is not of interest to you. How would you handle this situation?
- You were the FCCLA Chapter President and some of your members were dropping out. How would you handle this?
- Describe a difficult FCCLA situation in which you've been involved and tell how you resolved it?
- When does a leader become a follower?
- How could you involve your chapter in a worthwhile project?
- How would you get more people to join FCCLA?
- What will be your greatest strength as part of the State Officer Team?
- Thinking of a person who has influenced you in a positive way, how has this experience helped you to develop your leadership skills?
- Use three words to describe yourself. If your friend was here, what three words would she/he use to describe you and why?

ADDITIONAL RESOURCES

FCCLA National Website: www.fcclainc.org

Colorado FCCLA Website: www.fccla.cccs.edu



BLOCK LETTER EXAMPLE

Your Street Address
City, State Zip Code

December 1, 2015

Mr. / Mrs. / Ms. /Dr. First Name Last Name
Title
Company Name
Company Street Address
City, State Zip Code

Dear Mr. / Mrs. / Ms. /Dr. Last Name:

Ah, business letter format-there are block formats, and indented formats, and modified block formats . . . and who knows what others. To simplify matters, we're demonstrating the block format on this page, one of the two most common formats. For authoritative advice about all the variations, we highly recommend *The Gregg Reference Manual*, 9th ed. (New York: McGraw-Hill, 2001), a great reference tool for workplace communications.

When you use the block form to write a business letter, all the information is typed flush left, with one-inch margins all around. First provide your own address, then skip a line and provide the date, then skip one more line and provide the inside address of the party to whom the letter is addressed. If you are using letterhead that already provides your address, do not retype that information; just begin with the date. For formal letters, avoid abbreviations where possible.

Skip another line before the salutation, which should be followed by a colon. Then write the body of your letter as illustrated here, with no indentation at the beginnings of paragraphs. Skip lines between paragraphs.

After writing the body of the letter, type the closing, followed by a comma, leave 3 blank lines, then type your name and title (if applicable), all flush left. Sign the letter in the blank space above your typed name. Now doesn't that look professional?

Sincerely,

Your Name
Your Title

The Block Form. TT Writers 'Handbook. The Univeristy of Wisconsin Madison, 2014. Web. 28 Oct. 2015.
<https://writing.wisc.edu/Handbook/BusLetter_Block.html>

STATE OFFICER STUDY GUIDE CONTINUED

Parliamentary Procedure Basics

Robert's Rules of Order, Newly Revised is the authority in all questions of parliamentary procedure. Parliamentary procedure empowers all members and helps ensure more smoothly run meetings. The use of simple parliamentary procedure results in successful business meetings: everyone has an opportunity to voice opinions and vote, business gets done and the meetings are not long, boring and non-productive.

Basic Principles

- Courtesy and justice for all
- One item of business at a time
- The minority must be heard
- The majority must prevail

Basic Meeting Agenda

- Call to Order
- Reading of Minutes
- Treasurer's Report
- Committee Reports
- Unfinished Business
- New Business
- Adjournment

Eight Steps to Making a Motion

1. Member rises and asks to speak by stating "Madame/ Mr. Chair?"
2. Waits for the chair's "recognition" or permission to speak
3. Makes a motion to bring an idea before the group for consideration by saying "I move that..." or "I move to..."
4. Another member Seconds the motion by saying "I second", or "I second the motion"
5. Chair states the motion
6. Chair calls for discussion
7. Chair takes the vote
8. Chair states the result

Basic Motions

- **Privileged:** motions dealing with the rights or needs of the organization
 - Examples: Adjournment or raise a question of privilege
- **Secondary:** motions applied to other motions
 - Examples: Amend, lay on the table, stop debate, or refer to committee
- **Incidental:** motions that are related to the pending question
 - Examples: Point of order, request additional information, or verify vote accuracy

Basic Vocabulary for Parliamentary Procedure

Acclamation—an oral or voice vote

Affirmative—“for” or “yes” vote

Adjourn—to end the meeting

Agenda—order of business for the meeting

Amendment—a change in or addition to the main motion; amendments can also be amended once

Chair, Chairman, Chairperson—person presiding at a meeting

Debate—discussion for or against the motion

Division (or Division of the House)—when a member disagrees with a voice vote and calls for a counted vote; does not require a second

Gavel—a tool for calling the meeting to order

General (or Unanimous) Consent—if there are no objections, passing a motion without debate or vote

Majority—over half of the votes cast; sometimes called simple majority, which is 50 percent plus 1

Methods of Voting—*Voice votes*: aye and no, general consent; *Roll call*: raising hand or standing; *Ballot*: secret ballot, usually written or recorded by voting machine

Minority—the smaller number; less than 50 percent

Minutes—written record of a meeting

Main Motion—an idea brought before the group for consideration; should be stated—“I move that...” or “I move to...”; must be acted on

Parliamentarian—one who has knowledge of parliamentary procedure and is skilled in its practice

Pending—has not been voted on; is still “on the floor”

Plurality—a larger vote than for any other candidate but not more than half the total votes cast; never elects unless a special rule has been made to that effect

Point of Information—to ask for clarification

Point of Order—to correct a breach of order or error in procedure

Postpone—puts off a motion until some future time

Previous Question—a call to end discussion and vote on the motion; a second is required

Putting the Question—when chair takes vote for and against a motion and announces the results

Quorum—minimum number of members that must be present to conduct the business of the meeting; usually a simple majority unless otherwise specified in the bylaws

Second—means another member supports motion

Stating the Question—chair restates the exact motion after the second and indicates it is open for debate

STATE OFFICER CANDIDATE RATING SHEET

Colorado FCCLA Association

Name of Candidate: _____ **Grade:** _____

District: _____ **GPA:** _____

Office Preference: 1st _____ 2nd _____

3rd _____ 4th _____

Indicate by marking the appropriate rating for each criteria statement	(5) Excellent	(4) Good	(3) Average	(2) Fair	(1) Needs Improvement
	Points	Comments			
I. General Session Introduction-10 points <ul style="list-style-type: none"> • Speaks clearly and loudly • Prepared, memorized, creative • Between 50 seconds and 1 minute 10 seconds 					PROP SPEECH TIME: PROP:
II. Application (must be typed)-15 points <ul style="list-style-type: none"> • Neatness • Complete • Writing skills (Correct grammar, spelling) • Quality of answers • Support materials/recommendations • Leadership role(s) 					
III. Individual Presentation-20 points <ul style="list-style-type: none"> • Speaks clearly (not too fast) • Presentation organized (not confusing and prepared) • Presentation covers all points • Presented in given time span • Creativity • Memorization of Creed 					
IV. Oral Interview-25 points <ul style="list-style-type: none"> • Ability to serve if elected • Leadership skills • Friendly, enthusiastic • Poise (attitude, self-confidence) • Communication skills 					
V. Small Group Presentation-20 points <ul style="list-style-type: none"> • Teamwork and cooperation • Participation • Leadership qualities 					
VI. Appearance-10 points <ul style="list-style-type: none"> • Grooming/neatness/appropriate dress • Poise/posture/courteous • Punctual (disqualified if late) 					

Panel Member: _____ **Score:** _____ / 100

STUDENT CANDIDATES DO NOT RECEIVE THESE BACK SO WRITE ANYTHING AND EVERYTHING ON THEM TO HELP YOU RECALL THAT CANDIDATE! USE THE BACK IF NECESSARY.