

## 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, Steps, and Requirements
- State Officer Candidate Application Link
  - Application must be submitted by the Candidate via the link with corresponding file uploads by midnight on February 15.
- Responsibility and Qualification Signature Sheet
- State Officer Candidate Study Guide

#### 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          |
|------|------------------------------|
| 2020 | Northern 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     |
| 2027 | Mountain Shadows District    |
| 2028 | Mountain View District       |
| 2029 | Northeastern Plains District |

| Year | Administrator                |
|------|------------------------------|
| 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        |
| 2027 | San Juan Basin District      |
| 2028 | San Luis Valley District     |
| 2029 | Scenic Country 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. Each District must select only one Interview Panel Member to send on to the State Interview Panel.
- Email State Officer Nomination, State Officer Interview Panel Member Knowledge Exam, and the State Officer Candidate Knowledge Exam to [stateadviser@coloradofccla.org](mailto:stateadviser@coloradofccla.org) 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 |
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|      |         |           |
|------|---------|-----------|
| Name | Chapter | Signature |
|------|---------|-----------|

|      |         |           |
|------|---------|-----------|
| Name | Chapter | Signature |
|------|---------|-----------|

C.

\_\_\_\_\_

**District Consultant Signature**

\_\_\_\_\_

**Date**

## 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 and submit all required materials upon approval at [https://cccs-forms.formstack.com/forms/sec\\_application](https://cccs-forms.formstack.com/forms/sec_application) by February 15.

1. A State Officer Candidate Application Form
2. Candidate headshot
3. One-page resume
4. Responsibility and Qualifications Signature Sheet with all required signatures
5. Three LETTERS OF RECOMMENDATION (one must be from your FCCLA Chapter Adviser)

### 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. **Fishbowl Activity**

Candidates may be assigned to a group of three or four to develop a 15 - 20 minute team presentation. Candidates may be assigned to a whole group presentation/task. The presentation/task is up to the discretion of the interview panel. Candidates will also engage in leadership development activity as a group and individual during this activity.

#### 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 2-3 minute about yourself covering the topics below. 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.
- Describe why Family and Consumer Sciences is important to you.

##### 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

### 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. Candidates may not wear their props.
- Business attire is classified as a business suit or attire. Exceptions will be made for candidates who wear a dress shirt, tie/ascot and slacks without a jacket/blazer.
- For “Officer Reflections” casual attire (jeans and FCCLA t-shirt).
- For installation, candidates should wear business attire.
- Appearance should be neat and appropriate for a business setting.

### 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 Closing General 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 10, 2020
2. Summer State Advisory Board Meeting: 2 days in June 2020
3. FCCLA State Officer Leadership Training: 3 days in June 2020
4. OPTIONAL – National Leadership Conference: July 5-9, 2020
5. Fall Officer Regroup: 1 day in August/September 2020
6. Officer Trainings: 2 - one day events in August and September/October 2020
7. OPTIONAL – Capitol Leadership: September 29 – October 2, 2020
8. All “home” District Conference is required
9. Fall State Advisory Board Meeting: October 19-20, 2020
10. FCS Career Day: 1-2 days, November 2020
11. Script writing: 2 days (not all officers are involved) in January 2021
12. Spring Officer Regroup: 2 days in February 2021
13. Annual State Leadership Conference: April 6-10, 2021

## 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.
  - D. Official red jacket and official ascot/tie will be provided for each officer.
  
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:

| Items                  |
|------------------------|
| Black Pants - \$25-50  |
| White Oxford - \$25-50 |
| FCCLA Cardigan - \$30  |
| Black shoes            |
| Hose or socks          |
  - B. Each officer will assume expenses for the National Leadership Meeting and Cluster Meeting (when not in Colorado.)



## 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.

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**APPLICANT SIGNATURE**

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**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.

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**PARENT(S) SIGNATURE(S)**

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**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.

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**LOCAL ADVISER SIGNATURE**

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**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.

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**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.

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**DISTRICT CONSULTANT SIGNATURE**

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**DATE**

## STATE OFFICER STUDY GUIDE SUMMARY

[FCCLA Historical Information](#)

[FCCLA Mission](#)

[FCCLA Purposes](#)

[FCCLA Creed](#)

[FCCLA Motto](#)

[FCCLA General Knowledge](#)

[National Publications](#)

[State Publications](#)

[Membership Campaigns](#)

[National Conferences](#)

[State Meetings](#)

[FCCLA Planning Process](#)

[National Programs](#)

[Competitive Events](#)

[State Officer Roles and Responsibilities](#)

[Block Letter Format](#)

[Parliamentary Procedure Information](#)

[FCCLA National Website](#)

[Colorado FCCLA Website](#)

## 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 17<sup>th</sup> 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:

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

#### 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 160,632 members in 5,323 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 2017 – 2018 year, Colorado had 2,476 members in 131 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?

### Colorado FCCLA Governance

12 state officers are elected by the state interview panel at the annual State Leadership Conference to make up the State Executive Council. The Colorado FCCLA Board of Directors is composed of adult representatives from education and business and three youth representatives. The State Advisory Board is comprised of the District Consultants for each district, the State Executive Council, and other representatives.

## 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).

### **Colorado Staff**

The Colorado FCCLA State Adviser receives direction from the Colorado FCCLA Board of Directors and guidance from the State Advisory Board to carry out programs, communications, membership services, and financial management. The Colorado FCCLA State Adviser is an employee of the Colorado Community College System Office of Career and Technical Education and not Colorado FCCLA.

### **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 2019 Fall Leadership Conference was held November 15-17, 2019 in Dallas, Texas.

The 2020 National Leadership Conference will be July 5-9, 2020 in Washington, DC.

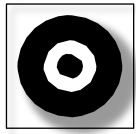
## STATE OFFICER STUDY GUIDE CONTINUED

### State Meetings

The Colorado FCCLA State Leadership Conference will be held April 8-10, 2020 at the Marriott DTC Hotel in 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:



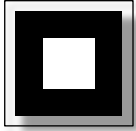
#### Identify Concerns

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



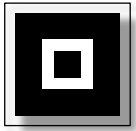
#### Set a Goal

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



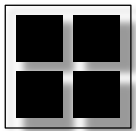
#### Form a Plan

- 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



## 2019–2020 National Programs

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



**Career Connection** is a program that guides students to learn more about themselves, the workplace, and careers so that they can put themselves on the pathway to future success.



**Community Service** 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.



**FACTS—Families Acting for Community Traffic Safety** is a national peer education program through which students strive to save lives through personal, vehicle, and road 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.



**Financial Fitness** involves youth teaching one another how to earn, spend, save, and protect money wisely.



**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 peer education program that helps young people discover and practice how to be healthy, fit, real, and resilient.

## 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.

- |   |   |                                |
|---|---|--------------------------------|
| • Baking and Pastry                         | • Entrepreneurship                          | • Job Interview                |
| • Career Investigation                      | • Event Management                          | • Leadership                   |
| • Chapter in Review Display                 | • Fashion Construction                      | • National Programs in Action  |
| • Chapter in Review Portfolio               | • Fashion Design                            | • Nutrition and Wellness       |
| • Chapter Service Project Display           | • FCCLA Chapter Website (Online Event)      | • Parliamentary Procedure      |
| • Chapter Service Project Portfolio         | • Focus on Children                         | • Professional Presentation    |
| • Culinary Arts                             | • Food Innovations                          | • Promote and Publicize FCCLA! |
| • Culinary Math Management                  | • Hospitality, Tourism, and Recreation      | • Public Policy Advocate       |
| • Digital Stories for Change (Online Event) | • Interior Design                           | • Repurpose and Redesign       |
| • Early Childhood Education                 | • Interpersonal Communication               | • Say Yes to FCS Education     |
|   | • Instructional Video Design (Online Event) | • Sports Nutrition             |
|   |   | • Sustainability Challenge     |
|   |   | • Teach and Train              |

### Colorado State Competitive Events

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

- |                      |                                    |  |
|----------------------|------------------------------------|--|
| • Cake Design        | • Gourmet Food Savory Presentation | • Habitat for Humanity Interior Design |
| • Fashion Sketch     | • Gourmet Food Sweet Presentation  | • International Experience             |
| • Fashion Stylist    |                                    | • Knife Skills                         |
| • Front of the House |                                    | • Thematic Table Setting               |

### Educators Rising Competitive Events

Colorado FCCLA will offer the following Educators Rising competitive events with the eligibility for qualifiers to continue on to the Educators Rising National Conference:

- |  |   |                                   |
|--|---|-----------------------------------|
| • Children’s Literature K-3                  | • Exploring Non-Core Subject Teaching Careers | • Job Interview                   |
| • Children’s Literature Pre-K                | • Exploring Support Services Careers          | • Lesson Planning & Delivery      |
| • Creative Lecture (TED Talk)                | • Impromptu Lesson                            | • Public Speaking                 |
| • Ethical Dilemma                            | • Impromptu Speaking                          | • Researching Learning Challenges |
| • Exploring Education Administration Careers | • Inside Our Schools Presentation             |                                   |



## 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
- Programs
- Vice President of Events
- Vice President of Finance
- Vice President of Membership
- 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](http://www.fcclainc.org)

Colorado FCCLA Website: [www.fccla.cccs.edu](http://www.fccla.cccs.edu)

## BLOCK LETTER EXAMPLE

Your Street Address  
City, State Zip Code

December 1, 2017

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](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
- **Subsidiary:** 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

