

## 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.)

